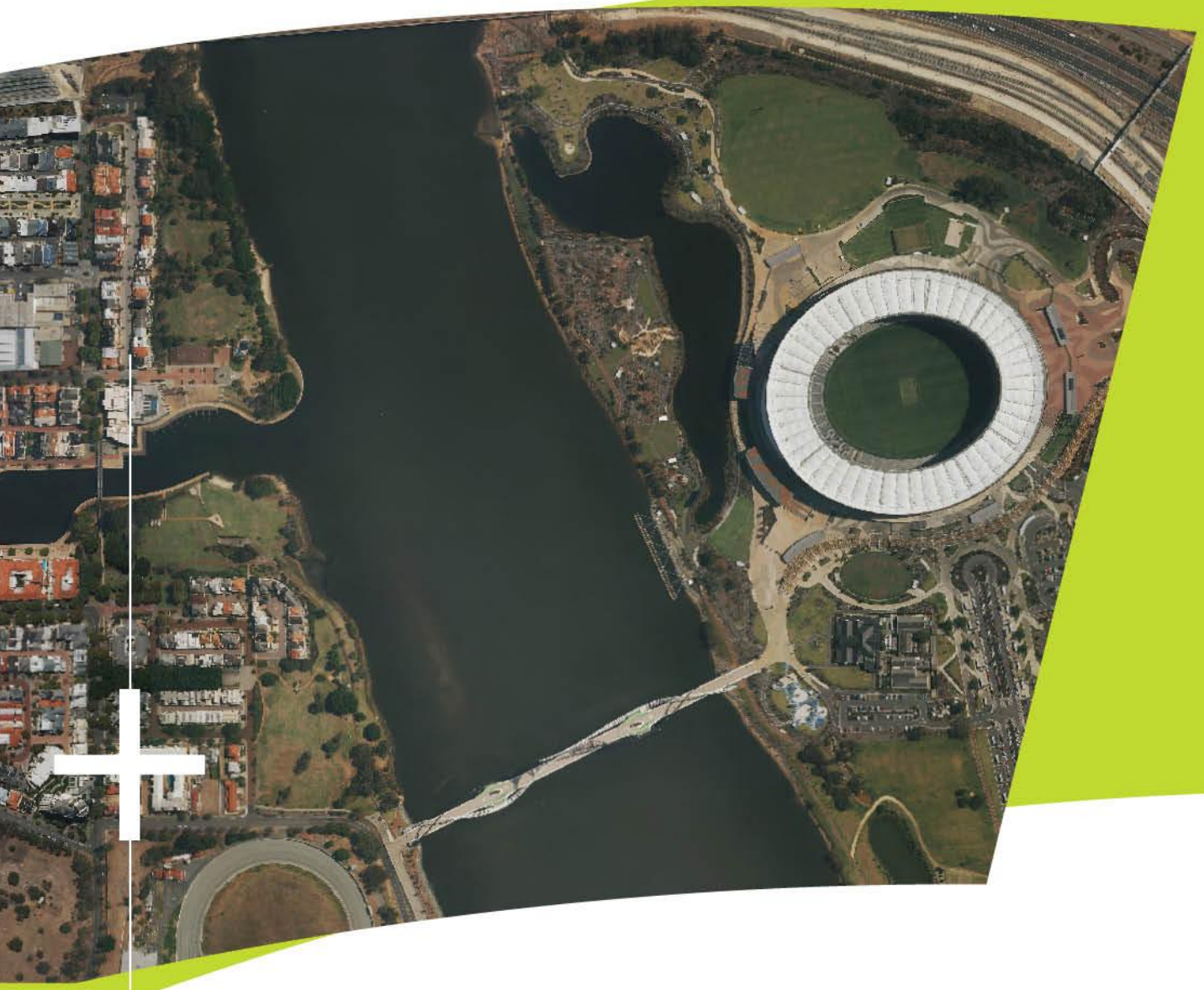
GOVERNMENT OF WESTERN AUSTRALIA

Landgate



Policies and Standards for Geographical Naming in Western Australia

Version 03:2017

landgate.wa.gov.au

Table of Contents

Section 1: General naming policies and standards **1**

Background **1**

The benefits of naming **1**

Why is there a need for these policies and standards? **1**

How do these policies and standards work? **2**

Legislation and standards **2**

Requesting and processing submissions **3**

Western Australian Gazetteer **4**

Policies **4**

1.1 Purpose of the geographic naming policies **4**
1.1.1 Retrospective application of policies 5
1.1.2 In the public interest and safety 5
1.1.3 Names on private land 5
1.1.4 Unnecessary name changes 5

1.2 Language and spelling **6**
1.2.1 Australian English 6
1.2.2 Recognition and use of Aboriginal names 6
1.2.3 Pronunciation and use 6
1.2.4 Spelling of geographic names 7
1.2.5 Uniformity of spelling 7
1.2.6 Discriminatory, derogatory and inappropriate names 7
1.2.7 Names in general use 8
1.2.8 Alternate or alternative names 8
1.2.9 Dissemination of sensitive or secured names 8

1.3 Characteristics of geographic names **8**
1.3.1 Specifics and generics 8
1.3.2 Names starting with 'The' 9
1.3.3 Use of prepositions 9
1.3.4 Name extensions, destinations, suffixes or prefixes 10
1.3.5 Use of the words 'city', 'town' or 'shire' 10
1.3.6 Accepted use of capitalisation 10
1.3.7 Possessive apostrophe 11
1.3.8 Use of hyphens and the word 'and' 11
1.3.9 Diacritical marks 11
1.3.10 Punctuation 11
1.3.11 Symbols and logo grams 11
1.3.12 Numbers in names 11

1.4 Commemorative names **12**
1.4.1 New commemorative naming proposals 12
1.4.2 Use of personal names 12
1.4.3 Honouring living people by the Minister 13
1.4.4 Use of initials 13
1.4.5 Titles, honorifics and post nominals 13
1.4.6 Use of animal names 14
1.4.7 Commemorating events 14
1.4.8 Use of the word 'Bicentennial' 14
1.4.9 Use of the word 'Royal' 14
1.4.10 Abbreviations 14
1.4.11 Defence words and acronyms 15

1.4.12 Protection of the word Anzac 15
1.5 Naming places of state significance 16
1.6 Government, residential and commercial names and facilities 16
1.6.1 Nomenclature governed by other statutory authorities 16
1.6.2 Naming of government facilities 17
1.6.3 Naming buildings, infrastructure and facilities 17
1.6.4 Business and commercial names 18
1.6.5 Use of 'Limited' or 'Proprietary' in a name 18
1.6.6 Estate, promotional, neighbourhood and regional names 18
1.7 Name assignment, duplication and extents 18
1.7.1 Names associated to a place 18
1.7.2 Ensuring names are not duplicated 19
1.7.3 Assigning extents to a feature, administrative boundary or road 20
1.7.4 Features which cross state and territory borders 20
1.7.5 Coastal and maritime features 20
1.8 Community consultation and lodging objections 21
1.8.1 Consulting with the community 21
1.8.2 Lodging and considering objections 22
1.9 Referenced documents 22
1.10 Definitions, terminology and acronyms – Sections 1-9 23
1.11 Updating these policies and procedures 26
1.11.1 Update register 26
Section 2: Roads 27
Introduction 27
Using this section of the policy 27
Who can officially name roads? 27
Which roads can be named? 27
Public roads 28
Private roads and rights-of-way 28
Reserved road names 28
Road naming policies 29
2.1 Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing 29
2.1.1 Road extents 29
2.1.2 Laneways and short roads 29
2.1.3 Naming malls and pedestrian access ways 29
2.2 Components of a road name 30
2.2.1 Name element requirements 30
2.2.2 Road types 30
2.2.3 Unacceptable names 30
2.3 Name duplication 31
2.3.1 Existing duplicated or similar sounding names 31
2.4 Naming amendments 31
2.5 Naming roundabouts and rotaries 32
2.5.1 Roundabouts 32
2.5.2 Rotaries 32
2.6 State roads 33
2.7 Government managed land 33

2.8 Private, residential and commercial developments 33
2.8.1 Roads on private property 34
2.8.2 Compliance 34
2.9 Tourist drives / routes 34
2.9.1 State tourist drives 34
2.9.2 Local scenic drives 35
2.9.3 General assessment criteria 35
2.9.4 Submission process to recognise tourist route 35
2.9.5 Review of current state tourist drives and routes 36
2.9.6 Identification of state scenic drives, tourist drives and routes 36
Road name submission process 36
Section 3: Topographic features 38
Introduction 38
Using this section of the policy 38
Who can officially name topographic features? 38
Which features can be named? 38
Topographic feature naming policies 38
3.1 Components of a topographic feature name 38
3.1.1 Name element requirements 39
3.1.2 Feature classes (generics) 39
3.1.3 Unacceptable names 39
3.1.4 Recommended sources for new or changes to names 39
3.2 Name duplication 40
3.2.1 Existing duplicated or similar sounding names 40
3.3 Assigning named extents 40
3.4 Naming amendments 41
3.5 Topographical feature names crossing or near state boundaries 41
3.6 Government managed land 41
3.7 Private, residential and commercial developments 42
3.7.1 Features on private property 42
3.7.2 Compliance 42
3.8 Topographic features of greater than local significance 42
Name submission process 43
Section 4: Localities 44
Introduction 44
Using this section of the policy 44
Who can officially name localities? 44
Locality naming policies 44
4.1 Components of a locality name 45
4.1.1 Name element requirements 45
4.1.2 Unacceptable names 45
4.1.3 Recommended sources for new or changes to names 45
4.1.4 Boundary delineation 46
4.2 Name duplication 46
4.2.1 Existing duplicated or similar sounding names 47
4.3 Assigning named extents 47

4.3.1 Locality sizes 47
4.4 Naming and boundary amendments 48
4.4.1 Proposed boundary amendments 48
4.5 Locality names crossing local government and state boundaries 48
4.6 Assignment of postcodes 48
4.7 Government managed land 49
4.8 Private, residential and commercial developments 49
4.8.1 Compliance 49
4.9 Review of localities 49
Name and extent submission process 50
Section 5: Local parks and recreational reserves 51
Introduction 51
Using this section of the policy 51
Who can officially name local parks and recreational reserves? 51
Which local parks and recreational reserves can be named? 51
Local parks and recreational reserve naming policies 51
5.1 Components of a local park or recreational reserve name 52
5.1.1 Name element requirements 52
5.1.2 Acceptable feature classes (generics) 52
5.1.3 Unacceptable names 52
5.1.4 Recommended sources for new names 53
5.1.5 Boundary delineation 53
5.2 Name duplication 54
5.2.1 Existing duplicated or similar sounding names 54
5.3 Assigning named extents 54
5.3.1 Local park or recreational reserve sizes 54
5.3.2 Naming of pavilions and other structures 54
5.4 Naming amendments 55
5.5 Local park or recreational reserves near state boundaries 55
5.6 Government managed land 55
5.7 Private, residential and commercial developments 56
5.7.1 Compliance 56
5.8 Local park or recreational reserve of greater than local significance 56
Name submission process 56
Section 6: Administrative boundaries 58
Introduction 58
Using this section of the policy 58
Who can officially name administrative boundaries? 58
Administrative boundary naming policies 58
6.1 Components of an administrative boundary name 58
6.1.1 Name element requirements 59
6.1.2 Feature classes (generics) 59
6.1.3 Unacceptable names 59
6.1.4 Recommended sources for new names or changes to names 59

6.1.5 Boundary delineation 60
6.2 Name duplication 61
6.2.1 Existing duplicated or similar sounding names 61
6.3 Assigning named extents 61
6.3.1 Administrative boundary sizes 61
6.4 Naming and boundary amendments 61
6.4.1 Proposed boundary amendments 61
6.5 Local government and state boundaries 62
6.6 Government managed land 62
6.7 Private, residential and commercial developments 62
Name and extent submission process 62
Section 7: Appropriate use of Aboriginal names and dual naming 64
Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee 65
Introduction 65
Using this section of the policy 65
The Minister for Lands' role and responsibilities 65
Landgate and the delegation of authority 65
Geographic Names Committee 66
Other naming groups and organisations 68
Section 9 Consulting with the wider community 70
Introduction 70
Using this section of the policy 70
The consultation process 71
Step 1: Prepare a naming proposal 71
Step 2: Develop a consultation strategy 71
Step 3: Determine who should be consulted 72
Step 4: Build awareness of the proposal and invite feedback 73
Step 5: Analyse feedback from the community 75
Consulting with Aboriginal groups 77
Appendix 1A: Naming submission process 78
1. Who may submit a naming application? 78
1.2. Emergency response or other public service providers 78
1.3. Local government 78
2. General process steps 79
2.1. Landgate's consideration of submissions 80
2.2. Notification of approvals 81
Appendix 2A: 82
Road types suitable for use in Australia 82
Appendix 3A: 85
Topographic feature classes suitable for use in Western Australia 85
Appendix 3B: 107
Topographic feature naming checklist 107
Appendix 4A: 109
Locality naming and boundary checklist 109

Appendix 5A: **111**
Local park and recreational reserve naming worksheet 111
Appendix 6A: **113**
Administrative boundary feature classes suitable for use in Western Australia 113
Appendix 6B: **115**
Administrative boundary naming worksheet 115
Appendix 7A: **117**
Other policy documents relating to Aboriginal and dual naming 117
Appendix 7B: **118**
Aboriginal and dual naming worksheet 118

Section 1: General naming policies and standards

Background

For Western Australia, features on the surface of the earth, man-made or built structures and political/administrative boundaries are considered collectively according to their form (feature class), for example. roads, localities, river, desert, forest, lake etc. Within this policy, these are referred to collectively as geographic features.

The *Policies and Standards for Geographical Naming in Western Australia* includes a number of fundamental requirements for the naming of roads, administrative boundaries, cultural and topographical features. They include legislative considerations, external policies and cultural factors to ensure a sound toponymic heritage for future generations of Western Australians.

The benefits of naming

Geographic nomenclature or toponyms are usually the first point of reference used when referring to a spatial location and are a fundamental component of culture. They are indispensable when used as public and personal references for location description and identification for example defence, emergency service responders and postal services, addresses, navigation.

Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Such names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place.

Why is there a need for these policies and standards?

In order to comply with relevant legislation and to provide an open and transparent naming process, policies and standards are required. This document has been developed to provide a basis on which the assignment of names to places, features, administrative boundaries and roads can be undertaken. They serve the long-term interests of the community by identifying, protecting and reflecting our culture, heritage and landscape, and apply to all nomenclature within Western Australia.

The benefits of a consistent writing system (or orthography) of geographic naming is important to a wide range of local, national and international communities who engage in:

- communications such as postal and news services
- emergency service response and natural disaster relief
- environmental management
- map and atlas production
- navigation and tourism
- property determinations and cadastre
- road maintenance and development
- statistic and census information
- trade and commerce
- urban and regional planning
- vegetation and mineral mapping.

How do these policies and standards work?

In Western Australia the practice of officially naming features, localities and roads is covered under Section 26 and 26A of the *Land Administration Act 1997*. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

The use of these standards and policies is mandatory and they have been developed through consultation with local government, government departments, emergency service responders, public service providers and the wider community.

The information in this document has been divided into the following sections

Section 1: General naming policies and standards
Section 2: Roads
Section 3: Topographic features
Section 4: Localities
Section 5: Local parks and recreational reserves
Section 6: Administrative boundaries
Section 7: Appropriate use of Aboriginal and dual naming
Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee
Section 9: A guide to consultation

Section 1 includes general information about the naming processes and details the principles and standards which apply to all naming, renaming or changing the position or boundary of a feature, locality or road. The information in Section 1: General Naming Policies and Standards must be used in combination with the various policies and procedures as outlined in the other sections of this document.

Legislation and standards

Land Administration Act 1997
These policies and standards are provided for under the *Land Administration Act 1997, Part 2 – General administration, Division 3 – General; 26. Constitution, etc. of land districts and townsites; 26A Names of roads and areas in new subdivisions.*

Land Information Authority Regulations 2007
These policies and standards are also provided for under the *Land Information Authority Regulations 2007; 3 – Information prescribed as fundamental land information*

Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing
All Western Australian rural and urban address allocations are recorded by Landgate is in accordance with *AS/NZS 4819:2011*. This Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM).

Names covered by other legislation or regulations
The naming of local government authorities and wards - *Local Government Act 1995*.
The naming of Electoral Districts - *Electoral Act 1907*.

Requesting and processing submissions

Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting Geographic Names within Landgate in the first instance.

Consultation with the relevant local authority is required in each case. To expedite the process, such requests should be put to the relevant local authority for their comment and/or endorsement prior to the submission being sent to Landgate for consideration.

Further information on the process of submitting naming requests can be found in Appendix 1A of this section.

Members of the public
Members of the public are welcome to participate in the naming process. They may do so by submitting such proposals to the relevant local government or other government authority responsible for the feature, locality or road they are interested in naming/renaming or adjusting the position/boundaries of.

Further specific details of the naming proposal procedures, and the information that should be provided in such submissions, are outlined in the relevant sections of this document.

Stakeholders
Stakeholders such as emergency service responders and other service providers may request a naming action in three ways:

- propose a name or boundary for a feature, locality or road to the responsible local government or other government authority
- alert the responsible local government or other government authority and Landgate to an issue with an existing name or boundary for a feature, locality or road and request that the matter be investigated
- assist Landgate in providing advice in the determination of whether a naming request conforms to these policies.

Local Governments and other government authorities
Local Government and government departments/authorities responsible for the administering of land within Western Australia are required to make submissions to Landgate for any naming proposals for place names, features, administrative boundaries, localities or roads within their jurisdiction.

Cooperation between agencies
Geographic information and the systems which use such data are ever present and of constant interest to the general public, developers, surveyors, state and commonwealth government agencies, and of particular importance to emergency service responders.

All such agencies and groups are encouraged to collaborate on naming issues when necessary. This is particularly important when naming issues extend across local government boundaries or are of great significance to the wider community.

Minister responsible for the *Land Administration Act 1997*
The Minister for Lands (the Minister) is responsible for the *Land Administration Act 1997.* Through delegated authority, the Minister enables Landgate to review submissions and identify, capture and maintain new place names, features, administrative boundaries, localities and roads within Western Australia and formally approve these actions on the Minister's behalf.

The Minister appoints the Geographic Names Committee (GNC) to provide expert advice on submissions considered to be controversial, of state significance or those seeking special consideration due to their non-compliance with the naming policies. Further information on the role of the Minister, Landgate and the GNC can be found in Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee.

Western Australian Gazetteer

Landgate is responsible for maintaining the State's Gazetteer and nomenclature database which is known as GEONOMA. This information system contains official, recorded, historical and administrative names and geographical coordinates of places, localities, features, points of interest, public and private roads for all of Western Australia and its territories. Information (attributes) considered to be essential to these names such as the official spelling of the name, feature type, classification, derivation, map number, coordinates and if known, any alternative and historical names is also recorded.

GEONOMA is recognised by the Western Australian government as the primary source of truth and the official register for all approved names for topographic features, administrative boundaries and roads, including their positions and extents. Names added to or amended within GEONOMA are automatically propagated to features in other linked government systems.

Use of official names
Names that have been formally approved by the executive officer, chairman of the GNC or the Minister are deemed to be 'official' or 'approved' names. Such names are recorded within the State Gazetteer as approved and these names must be used for all official maps and spatial data products within Western Australia.

Gazetteer of Australia
The Gazetteer of Australia is a composite database which contains recorded geographical names within Australia. This database is maintained in cooperation with ICSM and the Permanent Committee on Place Names (PCPN). The information within this gazetteer is provided by the jurisdictions. The copyright for the information resides with the relevant state, territory or Australian jurisdiction that remains the official custodians of this information. Further information about the Australian Gazetteer can be obtained from Geoscience Australia

Policies

1.1 Purpose of the geographic naming policies

The following policies must be used in conjunction with the relevant policies outlined in the other relevant sections of this document. They have been established to ensure that no confusion, errors or discrimination may be caused by the naming, renaming or boundary change process.

1.1.1 Retrospective application of policies

These policies are not intended to be applied retrospectively except in those instances where the application of these are considered to be in the public's best interest for the provision of essential and emergency service responders.

They do, however, set new, and reinforce existing, policies and standards for geographic naming in Western Australia. The intent of this document is to ensure that past issues and problems resulting from little or no regulation of the naming process are not repeated.

1.1.2 In the public interest and safety

Any new, or change to existing, names for topographic features, administrative boundaries or roads shall not risk public and operational safety, interfere with emergency service responders, or cause confusion for transport, utility, communication and mail services. Any submissions to change existing names will only be considered when the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

1.1.3 Names on private land

Any topographic feature, locality or administrative boundary within a private property, retirement village, mining town or any other non-public area shall be named in accordance with these policies and standards.

It is recommended that all roads on private land are named in accordance with these policies however those that are used for addressing or accessing services must adhere to these policies for reasons of public safety.

1.1.4 Unnecessary name changes

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

1.2 Language and spelling

1.2.1 Australian English

Names in Western Australia shall only be adopted in a single language form, although it is acknowledged that other forms may be pre-existing and in use. All new submissions will require a single language form only and shall only be written in standard Australian English*.

A name derived from languages other than Australian English should be written according to the considered opinion of linguistic specialists and be acceptable to the appropriate language communities concerned.

1.2.2 Recognition and use of Aboriginal names

The use of Aboriginal names and words for naming features, administrative boundaries and roads are a way of recognising the different enduring cultural and language groups. Names originating from an Australian Aboriginal language local to the area of the topographical feature, locality or road, must be written in a standard recognised format and their use is subject to agreement from the relevant Aboriginal communities

Named features may remain in their traditional language without translation of the generic descriptor. A descriptive term may be added to indicate the true nature of the feature.

Dual naming
In Western Australia, the use of dual naming is supported as a means of giving concurrent and shared recognition of two cultures. Dual names shall always consist of two distinct name parts; usually one part of Australian English and the other of Aboriginal Australian language origin. Dual names may not be applied to most administrative boundaries, infrastructure or constructed features such as roads, bridges or communication towers. They may be applied to natural topographic features, bounded areas such as state forests, national parks and crown land reserves.

Further information regarding the use of Aboriginal languages and the dual naming policy can be found in Section 7: Appropriate use of Aboriginal and dual naming.

Consultation
Consultation with the relevant Aboriginal communities should be undertaken prior to any public consultation on the proposed name(s). In instances when there is more than one relevant Aboriginal group, consultation with all parties must be undertaken. Further information regarding an Aboriginal consultation process is included in Section 7: Appropriate use of Aboriginal and dual naming.

1.2.3 Pronunciation and use

Names should be easy to pronounce, spell and write. They shall not exceed more than three (3) words including the generic for a topographical feature; three (3) words including the road type for roads; and one (1) word for localities. Names used for roads and localities should be short. All name submissions should include pronunciation.

An exception to this policy is in the use of Aboriginal words. It is accepted that whilst the traditional names may appear to be complex at first, they will over time become familiar and easier to use within the community.

---

* (Australian English is a variety of the English language and was recognised as being different from British English by 1820.)

1.2.4 Spelling of geographic names

Spelling of names should conform to Australian English where possible. When determining the spelling of names, it is recognised that spelling rules that apply to other words in the English language may not apply. Although these standard spellings generally conform to rules of Australian English, they may reflect historical spellings or forms commonly used, or preferred, by the community and may therefore include what appear to be grammatically incorrect, misspelled, improperly combined, or clipped words.

1.2.5 Uniformity of spelling

Names of the same origin applying to various service facilities in a community shall conform in spelling with the official name of the community. Associated features with the same specific shall also agree in form and spelling.

Associated names, such as Balgowlah and Balgowlah Heights, or names deriving from the same source such as McLaren Flat and McLaren Vale, should have the same spelling, rather than for example Girraween and Girrawheen.

1.2.6 Discriminatory, derogatory and inappropriate names

Discriminatory or derogatory names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious, or other groups. It is recognised that the perception of discriminatory or derogatory may vary through time and from place to place. In response to requests from the public, and on a case by case basis, Landgate will investigate the appropriate status of any existing names deemed to be discriminatory or derogatory.

All new names submitted for official use shall be recognisable words or acceptable combinations of words which must be euphonious, in good taste and are found in present-day local usage. Exceptions to this occur when a name is shown to be offensive or derogatory to a particular group, gender or religion. In such instances, Landgate will not approve the use of these names for official purposes.

Names that are composed from unnatural or inappropriate combinations of words, including combinations of words of different languages and fusions of forename and surname elements shall not be accepted.

Any request to change a currently used name on the grounds that the name is derogatory or patently offensive shall be forwarded to Landgate in the form of an official application and must include the reasons why the present name should not remain in use.

In considering a change proposal, careful consideration will be given to all relevant factors, including the extent and distribution of usage, historical context, user perceptions and intent, and lexical meanings.

1.2.7 Names in general use

Preference shall be given to the names with extensive usage on official maps, to names in government records and names which have been proven to be of direct historical and/or local significance. Where long-established forms on maps and in records conflict with extensive, preferred local usage, the matter shall be referred to Landgate for resolution.

Names which have geographical significance or are names of early explorers, discoverers, settlers, naturalists, surveyors etc are generally acceptable. They will be deemed appropriate where they are relevant to the history of Western Australia, its discovery by Europeans and the location in which they are to be applied.

The changing of long established place names shall not be accepted. Consideration may be given where it is necessary to avoid ambiguity or duplication.

1.2.8 Alternate or alternative names

An alternate or alternative name is any current or historical name or spelling for a topographic name other than its official name.

The use of such names shall not be allowed for official purposes and will be resolved by establishing one official name as outlined in these policies.

1.2.9 Dissemination of sensitive or secured names

There may be some instances where the details and location of a topographical feature name may need to be held back from appearing in the public domain. In these instances, Landgate will decide if it is in the state's interest to have the details of such names suppressed from public access. Examples of such instances may include the location of Aboriginal heritage sites where there may be state or national security implications or where Landgate has identified other reasons such as public safety concerns.

These names and their locations will still be registered within the State's Gazetteer, but they will be assigned the name type of 'sensitive/secured' name and will only be released to individuals, agencies or groups who make a written formal request to Landgate justifying access to such information.

1.3 Characteristics of geographic names

Geographic names (toponyms) originated in, and continue to be, influenced by spoken language; therefore, consideration must be given to this when adopting them into a written form. Often emphasis is placed on the written forms of names, including matters of spelling, capitalisation, word form, and writing marks, when these may have very little to do with the way names are to be spoken.

1.3.1 Specifics and generics

A geographical name usually includes both a specific (also known as a proper name) and a generic (an entire group or class) element. For example, Cannington (Canning – town), Israelite Bay or Lake Argyle. The generic part tells the kind of place, feature, or area to which the name refers, and the specific part uniquely identifies the particular place, feature, or area.

The specific part may consist of one or more words such as Meharry, 80 Mile and Nallah Nallah. The generic part of the name is usually a single topographic term such as brook, hill, bay, peak, or lake. If a watercourse is smaller than named 'rivers' nearby, the use of another term, such as 'brook', 'creek', or 'stream' would be more appropriate.

The binomial (two-part) form is strong, and in written usage often leads to combining words in the specific part of the name, such as Arnold Park Brook and Cairnhill Park. The names of some features can be long, especially if that specific part is a prepositional phrase: Archipelago of the Recherche, Diamond of the Desert Spring, Champ de Mars and St Alouarn Island Nature Reserve.

Some names have rare generic forms; for example, Shinbone Alley (valley), Imorogu Tabletop (hill), Devils Elbow (place name), and Rundle Patch (reef). New names shall contain the generic term appropriate to the nature of the feature. The generic term shall be recorded in English, or in an Aboriginal language appropriate to the area in which the feature is located.

In English, the generic normally follows the specific. However, 'lake', 'mount', 'cape', and 'point' may either precede or follow. 'Mount' generally precedes a personal name, as in Mount Meharry and Mount Augustus. All generics shall be recorded in full, for example, Mount not MT or Mt and Point not PT or Pt.

Occasionally a name of Aboriginal origin, when fused with the specific, has a generic term that is similar in meaning to the French or English generic of the toponym. Examples are Badjirrajirra Creek, Whingawarrena Hill and Mount Gnurdungning. Whilst names such as these are quite acceptable the use of a generic term with an Aboriginal name is not mandatory.

1.3.2 Names starting with 'The'

A definite article is a part of speech which is used in front of a noun. They are sometimes used in reference to certain types of topographic locations. 'The' is the only definite article used in Australian English. Some examples where one-word names required a capitalised article include, The Arrows, The Causeway, The Deadwater and De Grey.

New road and locality names shall not include the definite article 'The', for example, The Avenue, The Esplanade or The Strand.

The use or retention of the definite article 'The' will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

1.3.3 Use of prepositions

Prepositions shall not be used when naming topographical features, administrative boundaries or roads. Common prepositions include, 'about', 'above', 'between', 'inside', 'near', 'of', 'onto', etc.

1.3.4 Name extensions, destinations, suffixes or prefixes

The use of name extensions, qualifying terminology, cardinal indicators, prefixes or suffixes (for example, Upper, New, North, South, Park, Grove, Heights, Waters etc.) shall not be permitted for new road and locality names.

Suffixes for roads, localities and topographic feature names shall not be used, for example, Babakin North West Road, Dead Horse Hill West Road, Wyening West Road. The use of directional or other similar devices as suffixes to uniquely define a name can lead to confusion and unnecessary duplication and therefore will not be approved for use.

New destination-to-destination names, for example, Midland-Perth Road, shall not be permitted.

Pre-existing road names that include a hyphen in the official name shall remain and be shown with the hyphen in all usage, for example, Miling-Moora Road.

The use or retention of name extensions, cardinal indicators, prefixes or suffixes will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

1.3.5 Use of the words ‘city’, ‘town’ or ‘shire’

The use of the words ‘city’, ‘town’ or ‘shire’ shall not be approved as part of a road, administrative boundary, locality or topographic feature, alone or in combination with other words unless assigned under the *Local Government Act 1995* or the *Land Administration Act 1997.*

1.3.6 Accepted use of capitalisation

Capitalisation is writing a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. Words considered to be a part of a proper topographic name shall be capitalised, including all the adjectives, common nouns, and the definite article.

Examples include:

Aurillia Creek Racecourse Branch
Big Ti Tree Creek
De La Poer Range Nature Reserve

Exceptions to the rule of capitalisation include articles and prepositions within multiple word names. When the generic part of a name is purposely omitted, the definite article preceding the specific name shall not be capitalised.

Archipelago of the Recherche
King of the West Lake
Pass of the Abencerrages

Proper names of topographic entities such as regions, political divisions, populated places, localities, and physical features shall be capitalised in both the singular and plural.

Beaufort Plains (Homestead)
Badgingarra Ward, Dandaragan (local government ward boundary)
Samson Brook Catchment Area

1.3.7 Possessive apostrophe

When naming roads, administrative boundaries or topographical features the possessive apostrophe shall not be used. The use of such an apostrophe in the English language denotes ownership, possession, or reflects association or affiliation to something.

In all cases of topographic features, localities and roads which have been named in the past containing an element that has historically been written with a final –'s or –s', the apostrophe is to be removed completely, for example St Georges Terrace, Gentles Corner, Keanes Point.

An apostrophe forming part of a name may be included, for example O'Connor, A'Dale, D'Orlando.

1.3.8 Use of hyphens and the word 'and'

The use of hyphens to connect parts of names shall not be used. However, hyphens used in administrative names, for example, City of Kalgoorlie-Boulder, Shire of Augusta Margaret River, may be used.

In all cases of topographic features and roads which have been named in the past containing an element that has historically been written with a hyphen, the hyphen as part of the name shall be retained, for example, Bee-Eater Creek, Baulu-Wah Community, Minilya-Exmouth Road.

The word 'and' is not to be used

1.3.9 Diacritical marks

Diacritical marks, also known as diacritics, are not used in Australian English names. In the case of names derived from languages other than English, any diacritical marks shall not be carried over to the English form, for example, Géographe Bay becomes Geographe Bay and Cape Péron is Cape Peron.

1.3.10 Punctuation

The following types of punctuation as used in Australian English, shall not be included as part of a geographic name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark, ellipsis, hyphen, dash, apostrophe and parenthesis.

1.3.11 Symbols and logo grams

Symbols or logograms are used in written language to represent an entire word or unit of speech. Examples in English include numerals and symbols such as **&**, **@**, **☺**, **☠**,**♒** or **©** **#** and **%.**

When naming roads, administrative boundaries or topographical features symbols or logograms shall not be used.

1.3.12 Numbers in names

Numbers or roman numerals included as all or part of a road, administrative boundary or topographical feature name shall be written in full, for example, One Arm Point and not 1 Arm Point, Seventh Avenue and not 7th Avenue or VII Avenue.

1.4 Commemorative names

In the past, many topographical features and placesin Western Australia were often named after living persons, an event or another place. It was common practice to bestow the names of benefactors, members of the Royal Family, international and national figures, crews of vessels, members of expeditions, survey assistants, and family members left at home, many of whom had no connection with the feature that was named after them. This practice is no longer supported.

A commemorative name applied to a locality shall only use the surname of a person posthumously.

A commemorative name applied to a road should use the surname of a person posthumously; although it is preferable that only the surname is used, consideration may be given to using the first name. For example, Alma Road in Donnybrook was approved to commemorate Alma Williams where the surname was deemed non-compliant due to overuse and duplication in the area.

Where the first name is not suitable, consideration may be given to applying both the first name and surname to the road. For example, Barry Marshall Parade was approved to commemorate Barry Marshall where both the first name and surname were deemed non-compliant due to overuse and duplication in the area of similar sounding names.

A commemorative name applied to local parks and recreational reserves may use the first name and surname of a person; although, it is preferred that only the surname is used.

1.4.1 New commemorative naming proposals

Landgate recognises the significance of historic commemorative naming and encourages the continued recognition of outstanding achievements, contributions to the community and significant events.

The following policies shall apply to all commemorative naming proposals:

- all commemorative name proposals shall meet the same criteria required of any other name proposal
- all commemorative naming proposals must include evidence of support by the wider community and reach beyond a single local government, person or special interest group
- a commemorative name shall not be used to commemorate victims of, or mark the location of, accidents or tragedies
- prior or current ownership of land does not confer the right or entitlement to apply a commemorative name
- the use of unofficial commemorative names in publications, or in landscape dedications or markers, is no assurance that they will be adopted into official names records
- a commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

1.4.2 Use of personal names

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- posthumously
- permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out
- based on a demonstrated record of achievement

- having had a direct and long-term association with the location and made a significant contribution to the area
- the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located
- such application is in the public interest
- there is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- current or past ownership of the land is not considered sufficient grounds
- precedence of existing names
- past or ongoing public service within all levels of government
- names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.

Use of nicknames, epithets or informal names

The use of nicknames or other informal names may also be used but only in combination with the surname, for example, Snow Bennett Park. The approval of such names will be at the GNC's discretion as the preference is for only the surname to be used. The use of elongated names such as Harold 'Snow' Bennett Park will not be considered.

Alternate commemorative naming options

If a local government or community group wishes to commemorate a living person, they should consider an alternative option. Section 5: Local parks and recreational reserves, may meet their needs for commemorative naming of living people.

The local government may prefer to commemoratively name buildings and/or other community infrastructure after living people. It is however requested that the normal naming policies and standards should still be applied to avoid duplications and any possible confusion with other such facilities.

1.4.3 Honouring living people by the Minister

In rare circumstances the Minister at his or her discretion may approve a commemorative name of a living person for a road or locality, where they have attained exceptional achievements at state, national or international level, requiring special recognition.

The Minister will not approve a name:

- that could be considered offensive
- exposes the State Government to legal risk or widespread public criticism
- is connected to a religious group, political group or commercial enterprise where they are likely to cause public divisiveness.

1.4.4 Use of initials

The initials of a given name shall not to be used in any instances. For example, a feature named Smith Park is easier to identify than one named J.K. Smith Park as it could be incorrectly referred to as JK Park, K Park, Smith Park by the public.

1.4.5 Titles, honorifics and post nominals

A title is added to the beginning of someone's name to signify respect (such as the honorific of Sir, Madam etc), an official position or a professional or academic qualification.

Some titles are also hereditary. Post nominals are the letters or abbreviations often seen after someone's name signifying that the individual holds a position, office or honour.

When naming a topographic feature, administrative boundary or road after a person who has earned the honour of a title or postnominal, these shall not form part of the official name. For example, the use of Doctor, Professor, or General is not permitted as part of a name. Similarly, military, service and academic post nominals (for example QC, JP, MBE, AC) are not permitted as part of a name either.

When submitting a naming request for a person who has a relevant title, honorific or post nominal, information pertaining to the origin of the name must be submitted with the naming application and contain all relevant references to the titles or honour/s the person may hold.

1.4.6 Use of animal names

The use of animal names shall only be approved in certain circumstances. Animal names and breed names of significance to the area or state will be considered where supported by appropriate evidence.

The use of pet names will not be supported.

1.4.7 Commemorating events

When submitting a request to commemorate an event, at least five years must have elapsed since the event occurred. A commemorative name shall not be used to mark the location of accidents or tragedies.

1.4.8 Use of the word 'Bicentennial'

Requests to use 'Bicentennial' as an official name, or as part of a name, previously required the written approval from the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility has been removed as a result of the act being repealed by the *Statute Stocktake Bill 1999 (Commonwealth)*, however each application requesting the use of this word will be reviewed on a case by case basis to ensure it is being used decorously and in context.

1.4.9 Use of the word 'Royal'

In the past, the use of 'Royal' was only able to be used as an official name, or as part of a name, if such a proposal had been granted a Royal Charter as permitted by the sovereign on the advice of the Privy Council which advises the head of state (Commonwealth) on state, historic and other matters which fall outside the jurisdictions of Ministerial portfolios.

The administration of the use of the word 'Royal' is now overseen by the Constitutional Settlement Division of the Cabinet Office (UK) and no longer denotes the existence of a Royal Charter.

Examples of its use are Royal Perth Hospital, Royal Geographical Society and the Royal Western Australian Historical Society.

1.4.10 Abbreviations

Abbreviations shall not be accepted for any official topographical features, administrative boundaries, localities or road name nomenclature in Western Australia. The use of Mount and Point in a name shall not be abbreviated to 'Mt' or 'Pt', they are to be used in full.

The only exception to this policy is in the use of the honorific Saint which is able to be shortened to the internationally recognised abbreviation of 'St'.

For the purpose of consistency, names which begin with Mc, Mac, M' or O' must not have a space included between the Mc, Mac, M' or O' and the rest of the name.

1.4.11 Defence words and acronyms

Commonwealth legislation, *Defence (prohibited words and letters) Regulations 1957*, controls the use of any word, words or groups of letters pertaining to the Naval, Military or Air Forces or a service or body of persons associated with the defence of the Commonwealth.

Any applications seeking the consent to use such words shall be made in writing to the Minister of Defence and must state the grounds upon which the application is being made. The Minister may then either give consent for or refuse the application.

All applications for the use of such a word, words or groups of letters must still be made as a part of a normal naming application to Landgate and they will only be considered if the proposed names meet all the other required naming policies.

Examples of prohibited word/s and letters are (but not limited to):

- Australian Air Force
- Australian Air Force Reserve – AAFR
- Australian Army
- Australian Defence Force – ADF
- Australian Navy
- Defence Force
- Her Majesty's Australian Ship – HMAS
- Royal Australian Air Force – RAAF
- Royal Australian Navy – RAN.

1.4.12 Protection of the word Anzac

The word Anzac is a proper noun and as such the first letter is upper case and the rest of the word is lower case. ANZAC should be used where the Australian and New Zealand Army Corps as an army formation or battle grouping is being referred to, for example 'the landing of the ANZAC' or 'the ANZAC forces'. Legislation in Australia, New Zealand and the United Kingdom has been enacted to protect the word 'Anzac'.

In Australia, the Protection of Word 'Anzac' Regulations *were made in 1921 under the* War Precautions Act Repeal Act 1920 *to protect the word 'Anzac', and any word which resembles it, from inappropriate use.*

Under the Regulations no person may use the word 'Anzac', or any word resembling it, in connection with:

> 'any trade, business, calling or profession or in connexion with any entertainment or any lottery or art union or as the name or part of the name of any private residence, boat, vehicle or charitable or other institution, or any building in connexion therewith.' (Regulation 2 (1))

without the authority of the Federal Minister for Veterans' Affairs.

Uses which are allowed under the regulations
While most uses of the word 'Anzac' require the authority of the Minister for Veterans' Affairs, there are a couple of uses that are excluded from this requirement under the Regulations.

These are:

- the naming of a street, road or park in which, or in the immediate vicinity of which, there is situated a public memorial relating to the war which commenced on the fourth day of August, 1914, or the war which commenced on the third day of September, 1939; *(Regulation 3 (2a));* and
- the naming or re-naming of a street, road or park the name of which at the commencement of this regulation contained the word 'Anzac' or any word resembling the word 'Anzac'. *(Regulation 3 (2b)).*

Applications for obtaining consent for the use of the word Anzac where it does not comply with the uses as outlined above will require the Minister for Veterans Affairs' consent. Please contact the relevant Minister for advice where required.

Naming applications for use of the word 'Anzac' in any topographic road, locality or feature, name must be made as a part of the normal process to Landgate. Where the proposed name meets all other naming policies Landgate will provide guidance to the applicant in obtaining prior permission from the Minister for Veterans Affairs.

1.5 Naming places of state significance

The Minister at their discretion may name a place of state significance as identified by the state government.

Where a local government, or member of the public may have identified a place of state significance requiring naming, or a place that is of significance to the state, they should liaise with their local Member of Parliament before requesting Landgate to review the proposed name for suitability.

The Premier and Ministers may also refer to the Minister for Lands a name or place of state significance.

The Minister on behalf of the state government may at their discretion approve the name.

Landgate will record names of state significance that have been identified on behalf of, and endorsed by the state government for future use.

1.6 Government, residential and commercial names and facilities

1.6.1 Nomenclature governed by other statutory authorities

The names of local governments, and other legal entities as created by, or resulting from, legislation by the appropriate government shall be accepted by Landgate.

Such naming should adhere to the spelling and language form of names specifically legislated by commonwealth or state governments. Commonwealth and state government departments and agencies with statutory authority to establish such named features should consult with Landgate when considering names for new municipalities and similar legal land divisions.

Names for facilities established by postal authorities, railway companies, and major public utilities should be in keeping with the Landgate naming policies and standards. Names established for land divisions by federal, provincial, and territorial departments should also comply with Landgate naming policies and standards and shall also be accepted.

Uses which are allowed under the regulations
Where a feature is within an area in the state of Western Australia that falls under the control of the Commonwealth it shall be officially named by Landgate.

Before Landgate assigns a name to a feature under commonwealth control, it shall consult with the relevant commonwealth authority and all relevant naming policies must apply.

Under section 52(ii) of the Australian Constitution the Commonwealth is granted exclusive power over places it controls, for example airports, post offices and defence establishments. Although the Commonwealth has control, it does not have the legislative power to assign or alter official names.

1.6.2 Naming of government facilities

Some names are governed by other agencies, authorities or commonwealth, state, territory or local governments. It is expected that the required naming policies will be applied to avoid unnecessary duplications and any possible confusion.

Landgate is to be notified of such naming actions so that the information is included in the State's Gazetteer and made available for use by the community, essential and emergency service responders.

1.6.3 Naming buildings, infrastructure and facilities

The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly.

It is important that any new name for a building, infrastructure or facility does not conflict with existing names.

Suitable names for such features should be assessed against the following criteria:

- whether the name has geographical, historical, cultural or local significance
- if a living person is nominated, they must have contributed time, money or services to the community that were not part of their work, for at least 10 years
- named after people who have been recognised in their field of expertise at a state, national or higher level, for at least 10 years
- names shall not include persons who have been convicted of criminal offences
- family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name for example Joe Smith Library
- buildings, infrastructure and facilities named after a person may include an appended functional title where this would serve to clarify the location of the building or assist in identification.

Corporate names should be avoided for permanent recognition.

1.6.4 Business and commercial names

Approval shall not be given to the naming of roads, administrative boundaries or topographic features after commercial businesses, trade names and not-for-profit organisations. This policy is to ensure that no commercial advantage or disadvantage arises from such naming proposals.

Exceptions allowed due to historical context
Exceptions may apply where the business or organisation has had a proven historic association with the area in which the proposal is located. This association with the area must be proven to have existed over a substantial period of time and is held in strong regard by the community. In such instances, all applications must outline the reasons for proposing the name and provide evidence of the business or organisation's association with the area.

The formal approval of such names will be at the GNC's discretion.

1.6.5 Use of 'Limited' or 'Proprietary' in a name

The use of the words 'Limited' or 'Proprietary', or their abbreviations, either in combination with other words or alone shall not be permitted.

1.6.6 Estate, promotional, neighbourhood and regional names

Estate, subdivisional or promotional (vanity) names of a subdivision or development used for the marketing of real estate shall not be accepted as a substitute for an official locality name. Such names undermine the correct use of property street addressing and create potential for confusion to emergency service responders and future residents. They shall not have any official recognition within Western Australia.

Such names shall only be used by developers in marketing documents in the early stages of a development and must be used in conjunction with the official locality name. They cannot be used without the official locality name being used (for example, Ranford Estate, Canning Vale or Brighton Estate, Butler) when advertising houses or land for sale and in general correspondence.

When such names are selected for use, they should conform to general naming policies and standards, such as avoiding duplication and only using a locality name as an estate name when the estate is actually situated within the locality of that name.

Landgate is to be informed of all such names so that they can be recorded for information purposes to assist with emergency service response coordination.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for a locality unless they conform to the general naming policies and standards.

1.7 Name assignment, duplication and extents

1.7.1 Names associated to a place

Names submitted for features and administrative boundaries should be relevant to the local area. Infrastructure features should where possible use the name of the locality it is situated within. If a historic 'theme' is chosen for road names, that theme must relate to the area in which the roads are to be located.

When a feature, administrative boundary or road is of greater than local significance, the name should be relevant to the wider community.

Examples of where a feature, administrative boundary or road is considered to be of greater than local significance include:

- it is located in two or more local government areas
- it is located in a significant tourist precinct
- it is proposed to be created as part of a state or federal government project
- it is a major waterway
- it is a major undersea or shoreline feature
- it has major cultural, natural or recreational landscape features
- it is linked to a significant Aboriginal feature, story or landscape.

1.7.2 Ensuring names are not duplicated

Names proposed for unnamed topographic features and administrative boundaries shall not be duplicated. Duplicated names are considered to be two or more names which are within the same locality, within close proximity and those which are identical or have similar spelling or pronunciation. Duplicated names may lead to confusion for the public and to emergency service responders.

Where established names are duplicated or are similar in sound or spelling (homonymous), and are likely to cause confusion, consultation with the relevant government agency, local government and, if required, the wider community shall be undertaken to achieve a differentiation between them.

Consideration of proposed duplicated names
This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

Close proximity to existing names
Close proximity for duplication is considered to be the following:

- metropolitan and urban area, within 10km (a metropolitan area which consists of a city and its surrounding localities, for example regional urban areas such as the Cities of Albany, Bunbury, Busselton, Greater Geraldton and Kalgoorlie-Boulder. For the purpose of this policy the Perth metropolitan area extends (and includes) north from the City of Wanneroo, east to the City of Swan, City of Kalamunda, Shire of Mundaring, City of Armadale and south to the City of Mandurah.
- rural or remote area within 50km (a rural or remote area is an area located outside of cities and major towns).

Topographical feature names near state boundaries
If a topographical feature is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories according to the distances prescribed above.

Locality names are to be unique within Australia. When considering assignment of locality names, applicants should refer to Section 4: Localities.

Locality names
There shall be no duplication of locality names within the state or nationally. Duplicated names are considered to be any existing locality or administrative boundary name which is spelt exactly or is considered to have a similar spelling or pronunciation.

1.7.3 Assigning extents to a feature, administrative boundary or road

When a proposal to name a feature, administrative boundary or road is being considered, the application must include maps or diagrams clearly defining the area and/or extent to which the name will apply.

At a minimum, a proposal for a feature (excluding a waterway) must include the centroid coordinates, an administrative boundary must include the full polygon extent and its relationship to the exiting cadastre and a road or waterway must include the full start and end points of its linear extent, for example the name of a road should apply from one end of the road to the other - to the points where the road finishes or intersects with other roads and the names of waterways should apply from the beginning of the watercourse to its confluence with another waterway or body.

1.7.4 Features which cross state and territory borders

In accordance with national naming policies, the name for any feature that crosses a state/territory boundary must be the same on both sides of that boundary. The selection of a name for such a feature shall be by agreement between Landgate and the Northern Territory and/or South Australian governments.

The primary responsibility for obtaining consensus should rest with the authority in the state or territory in which the feature was first named or that which has the largest extent within its boundaries.

1.7.5 Coastal and maritime features

Coastal waters and high water features
The naming of features which are exposed at low tide, those permanently above sea level (high water features) and seabed features which are situated within Western Australia's coastal waters, is the responsibility of the relevant statutory authority or agency.

In general terms, Landgate has the jurisdiction to name features in all areas which are three nautical miles seaward off the coast.

Undersea features and maritime names
When assigning or altering the name of an undersea or prominent coastal feature, Landgate shall consult with the Australian Hydrographic Service (AHS) which is responsible for the management of undersea features and maritime names.

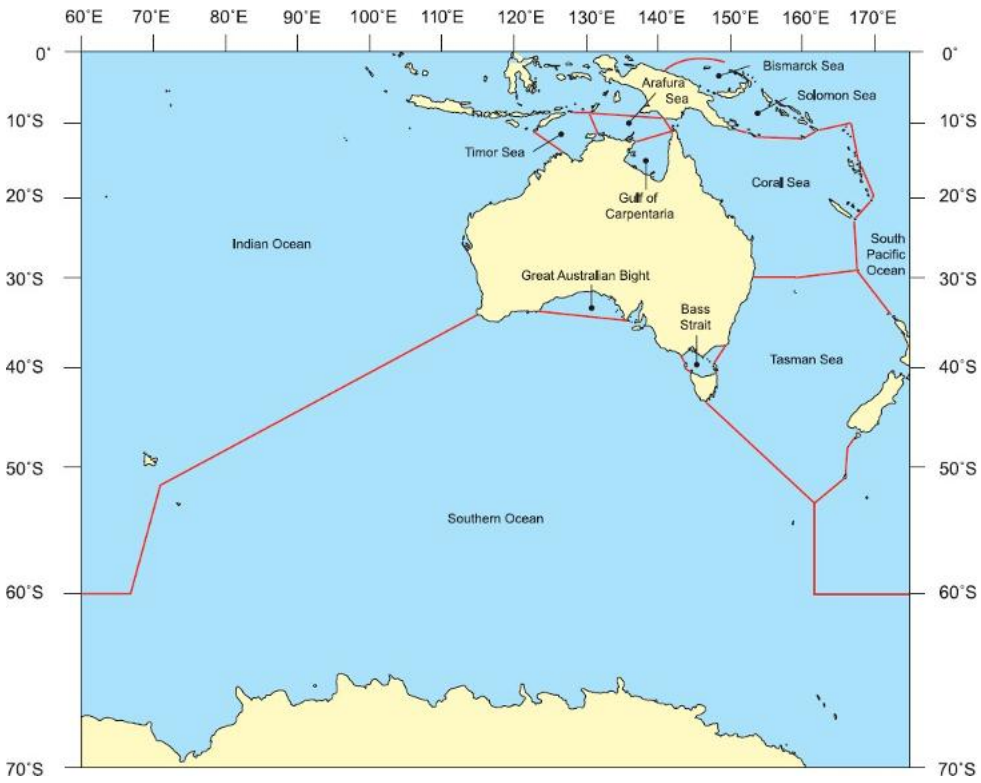
The AHS's responsibilities encompass all aspects of researching, processing and management of:

- undersea feature names external to the coastal waters of Australia
- the limits and names of oceans and seas adjacent
- names of maritime and navigational features, and coastal, hydrographic and oceanographic features not managed by commonwealth and state place names bodies.

The AHS maintains the Maritime Gazetteer of Australia which comprises of names shown on Australian nautical paper charts. This gazetteer can be accessed at http://www.hydro.gov.au/.

Limits of oceans and seas
The AHS has the responsibility for maintaining and administering the limits of oceans and seas adjacent to Australia, the external territories and the Australian Antarctic Territory.

The limits are published in the International Hydrographic Organization (IHO) publication S-23 'Limits of Oceans and Seas'. S-23 is used as a technical reference document and has been determined solely for hydrographic purposes and is not to be interpreted as having any legal or political associations.



Source: Limits of Oceans and Seas fact sheet – Australian Hydrographic Service

1.8 Community consultation and lodging objections

1.8.1 Consulting with the community

Any proposal requesting the renaming of an approved name or any new naming proposal considered to be of significance to the immediate or extended community must include evidence of consultation with the community. Local governments must ensure that the level and form of consultation undertaken reflects the significance of the naming proposal.

This policy does not apply to the naming of new roads within subdivisions where there are currently no residents, businesses or ratepayers who will be directly affected. With the use of Aboriginal names, Section 7: Appropriate use of Aboriginal and dual naming applies.

The immediate community is defined as including residents, ratepayers and businesses within the immediate area who are directly affected by the submission.

The extended community includes residents, ratepayers and businesses surrounding the area directly affected by the proposal, any visitor groups to the area, and government or non-government organisations with an interest in the area.

Where there is a risk to public safety, Landgate may endorse naming proposals in the absence of community support if it is deemed that the proposal will reduce the risk to safety. Formal approval of the Minister will then be sought.

This further information regarding community consultation requirements and procedures can be found within Section 9: A Guide to Consultation.

1.8.2 Lodging and considering objections

An objection is a way for members of the community to inform the proposer of a naming application that one or more person disagrees with a naming or renaming proposal.

Lodging objections
Any person or organisation may lodge objections to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant local government. Objections must be lodged directly with the local government within the allocated time for feedback.

Considering objections
Any objections received during the public consultation period must be given consideration by the local government. All objections must be included in an assessment report, stating the objection and indicating relevance to the guidelines and council's consideration/response to said objection. Consideration need only be given to those objections that relate to concerns of non-conformance to the naming. Further information to assist with public consultation and administering objections is available in Section 9: A Guide to Consultation.

1.9 Referenced documents

The following are referred to within this document:

- AS 1742.6-2004 Manual of uniform traffic control devices – Tourist and service signs
- AS/NZS 4819:2011 Rural and urban addressing
- *Australian Bicentennial Authority Act, 1980 (Commonwealth)*
- *Commonwealth of Australia Constitution Act (The Constitution), 1900*
- *Defence (prohibited words and letters) Regulations, 1957 (Commonwealth)*
- *Electoral Act 1907*
- Guidelines for the Consistent Use of Place Names, ICSM, April 2012 (includes Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names, and Dual Naming Depiction Guidelines)
- *Land Administration Act 1997*
- *Land Information Act 2007*
- *Land Information Authority Regulations 2007*
- *Local Government Act 1995*
- *Protection of Word 'Anzac' Regulations, Statutory Rules 1921 No. 2 as amended made under the War Precautions Act Repeal Act 1920*
- *Section 52(ii) of the Australian Constitution*
- Undersea Features Names and Maritime Place Names fact sheet – Australian Hydrographic Office.

1.10 Definitions, terminology and acronyms – Sections 1-9

AAD	Australian Antarctic Division.
Abbreviation	A shortened form of a word or phrase. Usually consists of a letter or group of letters taken from the word or phrase. For example, the word abbreviation can itself be represented by abbr., abbrv. or abbrev.
Access point	The position along the road where the public may access an address site.
Acronym	A word formed from the initial letters or groups of letters of words in a set phrase or series of words, as ANZAC for the Australian and New Zealand Army Corps.
Address site	A site for which an address is being assigned.
AHS	Australian Hydrographic Service.
Alternative name	A name that is an alternative to another name for the same feature.
ANPS	Australian National Placenames Survey.
Apostrophe	‘ is used as a substitute for a missing letter or letters in a word (cannot = can’t), to show the possessive case (Jane’s room) and in the plural of letters, some numbers and abbreviations.
Approval	A written report enabling the adoption of road, administrative boundary or feature names on behalf of the Minister for Lands via delegated authority.
ASEPSW	Asia South East, Pacific South West Division, one of 23 linguistic/geographical divisions within UNGEGN.
Binomial	Consisting of or relating to two names or terms.
CNGA	Committee for Geographical Names in Australasia.
Colon	**:** is used to direct attention to matter (such as a list, an explanation, a quotation, or amplification) that follows.
Comma	**,** is used to indicate the separation of elements within the grammatical structure of a sentence.
Dash	– is used to indicate a break in the thought or structure of a sentence.
Definite Article	'The' is the only definite article used in English. It is used to restrict the meaning of a noun to make it refer to something that is known by both the speaker or writer and the listener or reader:
Dual name	A name that consists of two names that must be used together, usually one Aboriginal and one European.
Endonym	Name of a geographical feature in an official or well-established language occurring in that area where the feature is located.
Established Name	A geographic name that has appeared consistently in written usage and (or) has been expressed consistently in verbal usage, and that is supported by historical and (or) current written materials and (or) in folklore.
Euphonious	An agreeableness in sounds, pleasant to the ear, harmonious.
Exonym	Name used in a specific language for a geographical feature situated outside the area where that language is spoken, and differing in its form from the name used in an official or well- established language of that area where the geographical feature is located.
Formed	In relation to a road, means that it is physically constructed or prepared for passage by vehicles or pedestrians.
Gazetteer	A geographical dictionary or directory which contains important reference information about geographical features, localities and roads. Can contain information such as the location of places, dimensions of physical features, origins and derivations.
GBRMPA	Great Barrier Reef Marine Park Authority.
Generic	Relating to or descriptive of an entire group or class, general.

Geographic	Something of or relating to geography; concerning the topography of a specific region.
Geographic Feature	Natural or man-made feature on the earth. There are two types; natural geographic features and man-made geographic features.
Geographic Name	A name applied to a geographic feature; is the proper name, specific term, or expression by which a particular geographic entity is, or was, known; any relatively permanent part of the natural or manmade landscape or seascape that has a recognisable identity within a particular cultural context; may refer to any place, feature, or area on the Earth's surface, or to a related group of similar places, features, or areas.
GEONOMA	A technical database maintained by Landgate which contains the official Western Australian gazetteer and other pertinent geographical names information.
GNC	Geographic Names Committee
Guideline(s)	Information provided to assist in understanding a principle, policy, or procedure.
Historical Name	A geographic name given and used during the early history of a place or feature; the name may be either obsolete or in current use.
Historic	= 100 years
Homonymous	Having the same or corresponding sound or name.
Honorific	A title, phrase or grammatical form conveying respect.
Hyphen	**-** is used between parts of a word. It can be used to split a word by syllables to fit on a line of text.
ICSM	Intergovernmental Committee on Surveying and Mapping.
LGA	Local government authority.
Local Government	The third tier of government administered by states and territories. They may be referred to as shires, towns or cities.
Local Usage	A geographic name commonly and currently used for an entity, whether in verbal and (or) written form, by persons having frequent enough contact with the entity to use the name on a frequent basis.
Locality	A geographical area defining a neighbourhood or community of interest. Localities are usually rural in character though the name is interchangeable with suburb which is used to describe more urban areas.
Logogram	Is a conventional abbreviated symbol for a frequently recurring word or phrase, for example **&, @, $** or **©.**
MRWA	Main Roads Western Australia
Official Name	A geographic name, and its written form and application, approved or recognized as official by the Geographic Names Committee for use throughout Western Australia. An official name is established either by policy or decision of the secretariat and/or the Geographic Names Committee.
Orthography	Specifies or defines the set of symbols (script) used in a language, and the rules about how to write these symbols. It generally refers to spelling but this is considered only part of orthography, with other elements including hyphenation, capitalization, word breaks, emphasis, and punctuation.
Parenthesis	**( )** is used to amplify or explain a word, phrase, or sentence inserted in a passage.
PCPN	Permanent Committee on Place Names
Period or Full Stop	**.** is used to mark the end of a sentence.
Placename	Same as geographic name.
Policy	A statement of regulation(s) relating to particular toponymic circumstances; used to guide and determine present and future decisions.

Posthumous	Published or awarded after a person's death.
Preposition	Usually indicates the temporal, spatial or logical relationship of its object to the rest of the sentence as in the following examples; the book is on the table; the book is beneath the table. The most common prepositions are 'about' 'above' 'across' 'after' 'against' 'along' 'among' 'around' 'at' 'before' 'behind' 'below' 'beneath' 'beside' 'between' 'beyond' 'but' 'by' 'despite' 'down' 'during' 'except' 'for' 'from' 'in' 'inside' 'into' 'like' 'near' 'of' 'off' 'on' 'onto' 'out' 'outside' 'over' 'past' 'since' 'through' 'throughout' 'till' 'to' 'toward' 'under' 'underneath' 'until' 'up' 'upon' 'with' 'within' and 'without'.
Principle	An accepted or professed rule of action or conduct that applies to all toponymic conditions that fall under its scope; used to guide and determine present and future decisions.
Procedure(s)	A set of instructions outlining steps to accomplish a particular goal, such as submitting name proposals to the Geographic Names Committee; an act or a manner of proceeding in any action or process; conduct.
Quotation Marks	' ' are used chiefly to indicate the beginning and the end of a quotation in which the exact phraseology of another person, or of a text, is directly cited.
Reserve Register	A register of road name prefixes reserved by a local government for its specific future use. They are recorded within the State's Gazetteer with the feature class of RVRD.
Road	For the purpose of this document, roads are all open ways for the passage of vehicles and people and they may or may not be formed or constructed. They also include private roads that are open to public use and the delivery of services.
SCAR	Scientific Committee on Antarctic Research.
SCUFN	Sub-Committee on Undersea Feature Names.
Secretariat	An office (team) responsible for the administrative affairs of a legislative body, committee or organisation.
Semicolon	**;** is used to connect independent clauses indicating a closer relationship between the clauses than a period, or full stop, does.
Sequential	In a logical order, not necessarily uniformly.
Shall	Indicates that a statement is mandatory.
Should	Indicates a recommendation which may indicate a highly desirable outcome that is not mandatory only because of exceptional cases.
Specific	Explicitly set forth, definite.
State Road	A road managed by Main Roads Western Australia.
Suburb	A geographical area defining a neighbourhood or community of interest. A suburb is urban in character though the name is interchangeable with Locality which is usually used to describe a rural area.
Symbol	Is a character mark, for example ☺, ☠,♒ or **#.**
Topographic	A detailed, precise description of a place or region; a graphic representation of the surface features of a place or region on a map, indicating their relative positions and elevations.
Topography	The science or practice of describing a particular place, city, town, tract of land; the accurate and detailed delineation and description of any earth feature or cultural place.
Toponomy	The scientific study of place names (toponyms), their origins, meanings, use and typology.
Unnamed Feature	A geographic entity that is not known to have had a verbal or written name.
Unofficial Name	A geographic name not formally recognised as official.

Variant Name	A name or spelling, once or currently used to refer to a particular geographic entity, other than the official name.
Verbal Name	A name used by people when referring to a place, feature, or area in their own language as commonly spoken every day.
Written Name	A geographic name in handwritten or printed form; for example, handwritten letters, diaries, and logs or names printed in newspapers or on maps or recorded in official, digital records.

1.11 Updating these policies and procedures

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally update these policies to ensure up-to-date standards are reflected.

Minor Policy updates should be endorsed by the GNC. Major Policy updates shall be endorsed by the GNC and approved by the Minister.

The current Policy will be published on the Landgate webpage.

1.11.1 Update register

Version	Date	Section	Amendment
Draft	01/09/2015	Whole Document	
Draft	20/10/2015	Whole Document	Editing
Update 0.1	14/6/2017	Foreword, Sections 1, 2 & 5	Updates to Policy endorsed by GNC; • Reserve Name Register • Commemorative Naming • State Significant Names • Naming of Parks and Reserves (minor edit)
Update 0.1	26/06/2017	Whole Document	Minor edits, updated to comply with Landgate Style Guide
Update 0.2	5/03/2020	Sections 1.4 & 2.3 Whole Document	Updates to Policy endorsed by GNC Editing to Australian/New Zealand Standard title
Update 0.3	11/11/2020	Forward, Section 7 and 9	Removed Forward Section 7 – Removed and replaced with Aboriginal and Dual Naming Policy Section 9 – Removed Consulting with Aboriginal Groups Appendix 3A – Missions – text updated Appendix 7B – removed reference to Section 9

Section 2: Roads

Introduction

For the purposes of these policies, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Using this section of the policy

Within Western Australia road naming is standardised to facilitate the application of correct address information and to ensure that a consistent approach is undertaken to benefit emergency service responders, transport and service delivery. If established policies for road naming were not applied, the provisions of emergency service responders, utilities and postal deliveries would be compromised.

In Western Australia the following shall be applied:

- all roads shall be named, including private roads which are open to public access or for the delivery of services. This includes but is not limited to:
  - major state roads, highways, motorways and freeways
  - roads within complexes such as universities, hospitals and retirement villages
  - roads within conservation reserves, state forests, water reserves and any other government administered land
  - pedestrian-only roads such as paths, trails, malls or steps
- all road naming proposals shall be submitted to Landgate for approval.

Any proposal to name, rename or extend a road shall clearly indicate the full extent of the road to which the name will apply. The extent of a road is considered to be its start and end points. This includes bends, divided carriageway sections and curves which are included between these two points.

A road name shall not be applied in a way that is ambiguous or could cause confusion for road users. The road name should be applied to a single, unobscured and unobstructed roadway that leads from point A to point B, in a clear and logical manner.

Roads are not suitable for dual naming and approval will not be given to such proposals.

Who can officially name roads?

Under the provisions in the *Land Administration Act 1997,* the Minister for Lands (the Minister) has the authority for officially naming and unnaming roads in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names.

Which roads can be named?

All roads, whether they are public or private, shall be named and formally approved by Landgate.

Therefore, any land course navigable by vehicle or foot and of interest to local governments, public groups, emergency service response and public service providers must be officially named according to the policies and procedures outlined in this document.

Note: driveways that give access to five or fewer address sites do not need to be named if the properties are adequately addressed on the main road that provides access. Driveways on private land or common property should not be named, unless it can be shown there is a risk to public safety or the name is causing confusion in the delivery of goods and services.

Public roads

A public road is any road that is opened, dedicated or declared to be a public road, whether under the *Land Administration Act 1977, Part 2 – General administration, Division 3 - General* or any other Act.

As a prerequisite to lodgement, all survey documents creating, extending or showing abuttals to roads must show the correct approved road names. If no approved name exists, the new road names must be formally approved by Landgate before the survey can be lodged. To help expedite this process, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the relevant local government. Local governments shall then propose the names to Landgate for approval.

Private roads and rights-of-way

A private road is any road that is not a public road which is open to public access or for use by other services. Private roads and rights-of-way must be clearly identified and uniquely named to facilitate the application of standardised addressing to all land parcels in Western Australia.

The delivery of emergency and other services to residents and businesses are often impeded when private road names are not officially recorded. To minimise confusion, standardise address allocations and support emergency service responders, all road naming policies and addressing standards must be applied.

Private roads include but are not limited to:

- some roads or driveways to battle-axe blocks
- roads indicated on community subdivision plans
- roads in various cluster developments
- roads on private property, for example, roads in caravan parks
- other forms of ‘rights of way’.

Naming a road on private land does not mean that Landgate, the secretariat, the GNC or the Minister is accepting responsibility for that road other than of ensuring its name meets the required naming policies for Western Australia.

Reserved road names

Local governments may no longer request that eligible road names be reserved for future use within their boundaries. Prior existing reserved road names will automatically lapse five years from original approval, with the Reserve Register to contain no local government requested names from 1 January 2022.

Local governments are encouraged to maintain their own reserve register, using the Landgate on-line form to check for suitability.

Road naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1, as well as all the policies outlined in this Section.

2.1 Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing

Except where provisions are already made in these policies, the naming of any road must conform to the provisions of *AS/NZS 4819:2011 Rural and urban addressing.* The Standard outlines how to derive datum points and how address numbers are assigned.

2.1.1 Road extents

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

Contiguous navigable roads
A named road shall include only one navigable section. If a road design has become obstructed, due to construction of other roads or features, and is separated to become two unconnected navigable sections of road then these road extents must be assigned separate unique road names. This is particularly important when emergency service responders cannot navigate the entire course of the road from one end to the other.

Common separations may include unbridged streams, pedestrian segments, railings etc.

The above does not apply when the separate sections are either of the following:

- two sides of the same road separated by a median strip; or
- part of a classified highway that is split by a section that is assigned a local name where it passes through a town or city.

2.1.2 Laneways and short roads

The increase in urban density in new developments and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. Laneways shall be named if a name is required for addressing purposes or has been created as a public road by survey.

The naming of such roads is supported with a preference for use of the road type LANE and short names consisting of no more than six letters. The leg of a battle-axe lot shall not be considered a laneway.

Roads which are regarded as short, for example a small cul-de-sac or private road with five or less address sites, that are not proposed to be lengthened or will not have additional address sites needed in the future, may not need a separate name. Any address numbers required may be assigned on to the road on which it connects.

2.1.3 Naming malls and pedestrian access ways

Malls and pedestrian access ways shall be named according to the current road naming policies and standards. The names shall be recorded as private road names and may be used for the allocation of street addresses if required.

If a mall or public access way is created as an official reserve and a name is required for the actual reserved area, then the name shall be recorded separately as a road name and as a topographic feature name (reserve).

2.2 Components of a road name

All road name submissions must conform to the policies as outlined in Section 1.

2.2.1 Name element requirements

Every road name should consist of a single name element followed by a road type, for example Smith Road, Jones Street etc. not Black Swan Drive, John Smith Avenue.

A single length of road shall have only one name.

Road names without a type shall not be used, for example Broadway, Causeway, The Avenue, The Boulevard, The Esplanade, The Mews, The Strand etc.

2.2.2 Road types

All road names shall include a road type.

The road type must be selected from the list as shown in Australian/New Zealand Standards AS/NZS 4819:2011 Rural and urban addressing – Appendix A, Road Types – Australia. A copy of this road types list has been provided in this document in Appendix 2A: Road types suitable for use in Australia.

The road type shall be chosen to convey the function and characteristics of the road as described in the 'description' field of the road type list. Road types may be chosen with the final configuration in mind, for example a road that is first constructed as a cul-de-sac may be given an open-ended street type if it can be confirmed that the road structure will be modified and eventually become a through road.

Road types shall not be used to distinguish different roads of the same or similar sounding names, for example Reed Street, Reed Crescent and Reed Way. Such roads shall be considered as duplicates and are not acceptable.

This also applies to similar sounding names such as Read Street, Rede Crescent and Reid Way.

Other road types suitable for use in Western Australia
In addition to the road types listed in Appendix 2A, there are exceptions where the use of an alternate road prefix or suffix may be requested.

The word 'Jalan' is used as a prefix on roads situated on the Cocos (Keeling) Islands and Christmas Island. The word 'Jalan' is a Malay word for road or street, for example, Jalan Guru and Jalan Perak.

Aboriginal words used to describe paths or tracks may also be used. For example, the word 'Banan' is used exclusively within the Kimberley area as a road type, for example Berewereng Banan and Templetonia Banan.

2.2.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and Standards must be applied for all road naming submissions.

As outlined in Section 1: Policy 3.1, names starting with 'the definite article 'THE' shall not be approved for use as a road name, for example The Boardwalk, The Esplanade, The Strand are no longer acceptable road names.

The use of road types as part of a road name shall not be used for example Swan View Road, Southern Crest Road, Beachview Drive, Lakeview Avenue, View Street or Boulevard Way.

As outlined in Section 1: Policy 1.3.4, the use of prefixes and suffixes is not supported. The only exception that may be considered by Landgate is when the name is derived from a local feature of historical significance such as 'Lake Clifton Drive' or 'Mount Meharry Way'.

Destination-to-destination names, for example Harvey-Quindanning Road, are not acceptable, see Section 1: Policy 1.3.4. Where previous naming actions have allowed the use of a hyphen as part of the name, there shall be no space between the names and the hyphen, for example Quairading-York Road is acceptable, Quairading – York Road is not.

The use of numerals in a road name may cause confusion between the name of the road and an address number. Therefore it is not acceptable for a road name to include numbers/numerics, either in full alphabetised or numeric format for example neither Eight, Eighth, 8 or 8th, see Section 1: Policy 1.3.12

2.3 Name duplication

All road name submissions must conform to all the mandatory policies outlined in Section 1: Policy 1.6.

2.3.1 Existing duplicated or similar sounding names

Road names submitted for approval shall not be, regardless of road type:

- homonymous, for example similar in spelling to an existing road name
- similar in sound to an existing road name
- in the same locality as an existing road name
- in an adjoining locality
- in the same Australia Post postcode delivery area
- less than 10km from the existing duplication in the metropolitan area
- less than 50km from an existing duplication in rural areas.

These exclusions shall also apply to similar sounding or written names, and to those within similar sounding localities even if they are more than 10km away, for example Forrestfield / Forrestdale, Woodbridge / Woodridge, Fremantle / East Fremantle etc.

Road name duplication should be avoided in adjoining local governments.

2.4 Naming amendments

Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name.

Reasons that may be considered in support of a name change are:

- redesign of a road layout
- changed traffic flow
- mail delivery problems
- the misspelling of a name in the original application
- name duplication issues
- property street addressing issues.

Renaming shall be necessary when a road is made into a cul-de-sac, resulting in two or more separated sections of road. Such separations can cause difficulties for emergency service responders and the delivery of other services to the area. The renaming of a portion of separated road may also be used to solve address numbering problems.

Where a change to the name of a road is proposed, the new name selected shall conform to all the necessary naming policies and standards.

For regional roads the change of name must have broad community support, and for local roads, there must be majority support from the affected land owners and residents.

The requirements of emergency service responders for clear, unambiguous road naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for road name changes deemed to be non-essential or unnecessary shall incur a service charge.

2.5 Naming roundabouts and rotaries

Roundabouts and rotaries are circular intersections in which traffic travels clockwise around a central island. They are constructed to control traffic, to minimise delay by being able to accommodate large volumes of traffic movements, and to provide adequate sight distances. The primary difference between the two is that rotaries have a significantly larger diameter than roundabouts.

All entrances and exits to roundabouts and rotaries must be clearly named and labelled with adequate signage.

2.5.1 Roundabouts

Roundabouts are circular intersections with specific design and traffic control features. These features include yield control of all entering traffic, channelised approaches, and geometric curvature and features to induce desirable vehicle speeds. They may also include more extensive pedestrian and bicycle features.

Roundabouts shall not have names or address ranges.

2.5.2 Rotaries

Rotaries are characterised by a large diameter (a minimum of 40m). Unlike most roundabouts, lane changes may be required within a rotary for some movements.

Rotaries may be named however all such naming requests shall adhere to the following:

- the naming of state road rotaries shall be undertaken through consultation with MRWA
- local government is to be consulted for the naming of rotaries which are under their control
- rotary names shall be unique and not duplicated anywhere within Western Australia
- rotary names should be short and preferably of local Aboriginal origin
- rotary names shall not be named the same as any of their intersecting roads.

Rotaries shall not have address ranges.

2.6 State roads

Main Roads Western Australia (MRWA) is responsible for the management of all freeways, highways and main roads in Western Australia, which are collectively referred to as state roads. Management includes all ramps and rotaries associated with state roads. A list of state roads is available on the MRWA website (www.mainroads.wa.gov.au).

The naming of major state roads shall conform to these naming policies and standards and shall be referred to the Minister for approval. The process for the selection of names shall include consultation with relevant state and local government agencies and should include consultation with the wider community.

The Minister for Transport has determined that, for all new major roads funded by the state government, MRWA shall consult with government before any action is initiated to identify a suitable name. Advice will then be provided on whether the government is to choose a name, or if MRWA should undertake community consultation or some other action to identify a suitable name or shortlist of names, for consideration by government. MRWA must advise Landgate of the government's chosen or endorsed name.

The official naming parameters as detailed in Section 1: Policies and Standards must be applied for all such naming actions.

2.7 Government managed land

All roads administered by other government agencies and authorities other than local governments, must adhere to all of the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of roads or tracks on land administered by them, shall liaise with Landgate to develop practices and processes for their naming.

Because of the varied nature of roads that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

2.8 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming roads created as part of a private, residential or commercial subdivision.

It should be noted that whilst the selection of new road names within new subdivisions is usually the developer/landowner's role, endorsement from the relevant local government(s) is necessary prior to any submissions being made to Landgate.

The developer and the local government(s) should work collaboratively to develop compliant road names for the subdivision.

2.8.1 Roads on private property

Private roads include (but are not limited to) any formed roads and tracks within a commercial logging site, caravan park, retirement village or closed-gate community. If the intention is for these private roads to be used for property street addressing, way finding purposes or for general public access, they must be named in accordance to these policies.

All private roads should be named and submitted for approval, especially if the road gives access to one or more properties that cannot be assigned an alternative unambiguous urban or rural address.

The irregular and ungoverned naming of roads within complexes can lead to confusion and interruption to the efficient delivery of emergency and other essential services. The official approval of road names within such complexes ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

2.8.2 Compliance

All roads within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

When plans of subdivision are lodged for registration with Landgate, an audit of the road names will be undertaken. If it can be shown that the road names on a lodged plan have not been officially approved, this will result in delays affecting the approval of lodged surveys and consequently the issuing of certificates of title.

Owners of private land and complexes should liaise with the relevant local government when developing roads on the site. Owners must ensure that road names conform to the Policies and Standards for Geographical naming in Western Australia.

2.9 Tourist drives / routes

To assist the promotion of Western Australia's diverse range of landscapes, scenery and other 'special places' to overseas and eastern states visitors, state tourist and local scenic drives may be determined and named.

2.9.1 State tourist drives

A state tourist drive shall be a quality route which is considered to be of state-wide significance. It should portray and link some of the state's unique natural features or exceptional scenic areas. It must provide a meaningful route for tourists to experience something 'special' and enhance a visitor's tour of the state.

It shall be a requirement that the standard of routes recognised as state tourist drives be kept at a high level. If this criterion is not adhered to, then the value of such routes will be undermined and the value of such an initiative will be diminished.

A route simply linking features such as national parks, state forests, lookouts or other built or natural features is not sufficient to justify a designation as a state tourist drive. They can be used to enhance such a route, but cannot be the sole purpose for it. Similarly, a route that links together a township's normal features and facilities would also not constitute justification for a state Tourist Drive.

2.9.2 Local scenic drives

If a route which does not meet the assessment criteria for a state tourist drive has been recognised as having a reasonable tourism value, then it may be recognised as a local scenic drive.

If the route does not have any tourism merit and may have a negative or misleading impact on tourists and visitors to an area, then no approval for such a route shall be given.

2.9.3 General assessment criteria

Tourism value shall be assessed by the following:

- the tourist drive/route must have significant tourism interest and shall offer an array of significant scenic or natural features which should be of greater interest than the general topography or sights as seen on a regular through route
- the theme and name of the route must reflect its unique characteristics and not conflict with its natural or physical surroundings or any other official feature, road or route within the state or nationally
- routes with generic names like 'Marine Tourist Drive', 'Heritage Tourist Drive' or 'Wildflower Tourist Drive' shall not be approved as they are not unique to a specific location within the state
- the tourist drive/route should not rely on attractions which are strictly seasonal or are not a permanent feature of the route, such as wildflowers
- the proposed tourist drive/route shall be endorsed by the relevant local government(s), local Visitor Centre(s), WA Tourism Commission and a majority of the local community and businesses
- be as safe as possible for motorists who may be unfamiliar with the local area
- only include sealed maintained roads and avoid any hazardous alignments or grades, or single lane roads which may not be suitable for the volume of tourist traffic that may be attracted to the route
- not follow main arterial roads such as major local government roads and national or state highways except where necessary for short distances (no more than 5kms) to maintain the continuity of the tourist drive/route
- not be located in built up areas or town centres
- avoid intersections or sections of road which may at times be relatively congested with heavy haulage or other non-tourist traffic
- be capable of leading motorists back to the main through route from which they deviated with adequate signage to assist them with continuing their journey.

Tourist information on the general area, including brochures, maps and guides should be made available from tourist centres and other outlets along the route. The route will also need to be marked on maps in roadside information bays wherever they exist.

2.9.4 Submission process to recognise tourist route

Applications for a route to be recognised as a state tourist drive shall be submitted to Landgate.

The application must:

- be supported with a formal resolution from the relevant local government(s)
- indicate that the proposed route is supported by the WA Tourism Commission, Regional Travel Association, local visitor centre, as well as the local community and businesses
- identify the jurisdiction(s) responsible for the erection and ongoing maintenance of direction and other related signs along the route, including the cost of removing the signs if the route fails to meet the criteria for a state tourist drive at some point in the future
- clearly describe the route on a large scale map
- describe the unique natural features or scenic attributes which exist along the route;
- list all significant natural and built attractions along the route with a brief description of each
- include a one or two word name for the route which will be suffixed with the words 'Tourist Drive'
- include a description of how the state tourist drive will be promoted and what marketing collateral will be produced.

2.9.5 Review of current state tourist drives and routes

State tourist drives/routes will be subject to review on a regular basis to ensure that the quality of the route has not diminished or been compromised over time. If a state tourist drive/route loses that special quality it had when first assessed and recognised then the route shall be deleted.

2.9.6 Identification of state scenic drives, tourist drives and routes

Local government is responsible for the establishment and maintenance of such drives and routes including the cost of road signage and its maintenance. The signage of state tourist drives is governed by Australian Standard AS1742. Part 6: Manual of uniform traffic control devices – Tourist and service signs.

Local governments will be required to obtain approval from Main Roads WA (MRWA) for the erection of any route signs which occur on highways and roads under its control.

Supplementary or any other associated Tourist Attraction and Tourist Service signs will be subject to the established approval and funding guidelines available from MRWA and respective local governments.

Road name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each road name proposal shall include the following information:

- the reason for the proposal or name change
- origin of each road name and its source
- a location by local government, locality and estate name if known
- identification on a map clearly indicating extent and precise start and end points
- photographs or sketches

- any other supporting information such as historic articles, reference materials, publications etc
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents and property owners is required.

Please refer to Landgate's *help guide* on Landgate's website for assistance specific to road naming submissions.

Incomplete applications will not be progressed until all the necessary information has been provided.

Section 3: Topographic features

Introduction

For the purposes of these policies, a topographic feature is considered to be a unique geographical place or attribute on the surface of the earth that is easily distinguished within the landscape. Examples include a mountain, watercourse, bay, valley etc.

Using this section of the policy

The naming of topographical features provides instantly recognisable labels to identify geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

For Western Australia, features on the surface of the earth are considered collectively according to their form (feature class), for example river, desert, forest, lake etc. These are referred to as geographic or topographic features. The term topographic features for the purposes of this policy will refer to natural features only. The use of the term geographic features will refer to all natural, political and cultural entities.

This section outlines how features can be named, renamed or have their boundaries and spatial reference points determined or realigned.

Who can officially name topographic features?

As per the provisions in the *Land Administration Act 1997,* the Minister for Lands (the Minister) has the authority for officially naming and un-naming all topographic features in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of topographic feature names.

Which features can be named?

All topographic features may be named and formally approved by Landgate. Therefore, any land feature of interest to local governments, public groups, emergency service responders and public service providers should be officially named according to the policies and procedures outlined in this document.

Topographic feature naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1: General Policies and standards, as well as all the procedures outlined in this section.

3.1 Components of a topographic feature name

All topographic feature name submissions must conform to the policies as outlined in Section 1: General policies and standards.

3.1.1 Name element requirements

A topographic feature name shall usually consist of a single name element (specific) followed by a feature class (generic), for example Nangetty Hills and not Hills Nangetty. However for topographic features, some may include the feature class (generic) before or after the name, for example lake, mount, cape and point. Each of these may either precede or follow the name. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1 of the Policies and Standards for Geographical Naming in Western Australia

In instances where the name is of Aboriginal origin, the use of a generic term with an Aboriginal name is not mandatory. Further information regarding the appropriate use of Aboriginal names and terms can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

3.1.2 Feature classes (generics)

All topographic names shall include as part of that name a feature class or generic.

The feature class must be selected from the official list of feature classes used within Western Australia as shown in this document as Appendix 3A: Topographic feature classes suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name.

3.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: General policies and standards must be applied for all topographic feature naming submissions.

The use of road types as part of a feature name shall not be used, for example Street Brook or Road Hill.

The use of cardinal indicators and suffixes/prefixes which are not topographic feature specific (Mount, Lake, etc.) are not supported. Where possible unique names should be applied and the use of these terms may only be considered by Landgate when the name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time.

The use of numbers in a topographic feature name may only be used as words (eight, eighth) or as numbers, such as 8 (for example 8th, 3rd, 2nd are not allowed), and only if the proposed name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time. In all other cases it is not acceptable for a topographic feature name to include numbers/numerics, either in full alphabetised or numeric format, for example Section 1: Policy 1.3.12

3.1.4 Recommended sources for new or changes to names

The following sources are recommended when seeking a new topographic feature name or amending an existing one:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area

- names of persons who died during war service
- names associated with historical events connected with the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

3.2 Name duplication

Names proposed for unnamed topographic features shall not be duplicated. Duplicated names are considered to be two or more names which are identical or have similar spelling or pronunciation.

There shall be no topographic feature name duplication within a local government. All topographic feature name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

3.2.1 Existing duplicated or similar sounding names

Where established names are duplicated or are similar in sound or spelling (homonymous), and are likely to cause confusion, consultation with the relevant local government and community shall be undertaken to achieve a differentiation between them.

This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

3.3 Assigning named extents

All topographic feature naming submissions must clearly define the area or extent to which the name shall apply. Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies.

Point features
Point topographic features are those which are too small to represent as lines or polygons on maps and may include pools, peaks, etc. and are associated with a single location in space.

Coordinates for the feature must be included within a naming submission.

Linear features
Linear topographic features are those features which have length and are able to be represented as a line, but do not have an area. Therefore these are represented by a line or set of lines (a string) on a map. They include such feature classes as watercourses, ridges, breakaways, etc.

Coordinates for the start, mid and end point of the feature to be named must be provided. Full extents clearly indicating the start and finish points of the linear feature must be included within a naming submission. The midpoint may not be strictly the mathematical midpoint, but a representative point of the feature near its middle.

Coordinates for linear features should use a high level of precision, commensurate with features' small width, not great length, to ensure that the coordinate locations are centred on, not merely near, the feature.

Area features
Area features are defined as a topographic feature which may be represented by a defined area on a map. They include such feature classes as bays, lakes, mountain ranges etc.

Area features are most commonly captured as 'polygons' as this is the most common way of describing topographical features. Coordinates for the midpoint of the area (polygon) and a set of coordinates for its boundary must be included within a naming submission.

3.4 Naming amendments

Official topographic feature names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis, and the merits of each case will be carefully evaluated.

Reasons that may be considered in support of a name change are:

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer.

Where a change to the name of a topographic feature is proposed, the new name selected shall conform to all the necessary naming policies and standards.

The requirements of emergency service responders for clear, unambiguous topographic feature naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for topographic feature name changes deemed to be non-essential or unnecessary shall incur a service charge.

3.5 Topographical feature names crossing or near state boundaries

If a topographic feature is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

If a topographical feature crosses a state or territory border, the process for the selection of a suitable name shall include consultation with relevant state and applicable local government agencies and may require consultation with the wider community.

3.6 Government managed land

All topographic features situated on land administered by other government agencies and authorities other than local governments, must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of topographical features within these areas.

Because of the varied nature of topographic features that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

3.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming topographic features situated within a private, residential or commercial subdivision.

All topographic features situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The land owner/developer and the local government(s) should work collaboratively to develop compliant names for the topographic features within these areas.

3.7.1 Features on private property

All topographic features which are located on private property but accessed by the local or wider community, or are visited/used for recreational activities, should be submitted for approval.

The irregular and ungoverned naming of topographic features can lead to confusion and interruption to the efficient delivery of emergency service responders. The official approval of such topographic feature names ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

3.7.2 Compliance

All topographic features within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

3.8 Topographic features of greater than local significance

A topographic feature is considered to be of greater than local significance when it is:

- located in two or more local government areas
- located in a significant tourist precinct
- proposed to be created as part of a state or federal government project
- a major waterway
- a major undersea or shoreline feature
- a major cultural, natural or recreational landscape feature
- linked to a significant Aboriginal feature, story or landscape.

Name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each topographic feature name proposal shall include the following information:

- The location of the topographic feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- The 1:250 000 and 1:50 000 mapsheet names and numbers the feature(s) are situated on
- Evidence that there is no existing Aboriginal name for the feature
- If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- Submission of the completed worksheet which is located in this document as Appendix 3B to clearly indicate which policies in Sections 1 and 3 the proposal conforms to
- Supporting information as to why Landgate should consider naming or changing the topographic feature name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- The proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- A current map or plan correctly marked with clearly defined topographic feature extents and name(s)
- Where applicable, evidence of landowner, family or community support
- If the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 3B to assist with submission of topographic feature naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 4: Localities

Introduction

For the purposes of these policies, a locality is a uniquely and clearly defined administrative geographical area which may also be commonly referred to as a 'suburb' in an urban area. Every locality has officially approved boundaries and are a mandatory component of an address.

Estate names, neighbourhood names, generalised place names will not be considered as official locality names. These names will not be formally approved and have not been allocated officially defined boundaries. Such names are used for marketing purposes and to distinguish smaller areas within an official locality for this purpose only. For this reason, such names cannot be used for addressing purposes.

Using this section of the policy

The naming of localities enables the delivery of essential and emergency service responders to all addressable land parcels within Western Australia. As with all naming processes, the duplication of names within the state (or nationally) often causes confusion and misunderstandings. Therefore, the names and future boundaries of new localities within Western Australia will follow these policies to ensure their uniqueness and their historical link to the state.

This section outlines how localities can be named, renamed or have their boundaries determined or realigned.

Who can officially name localities?

As per the provisions in the *Land Administration Act 1997,* the Minister for Lands (the Minister) has the authority for officially naming and un-naming all locality and other administrative boundaries in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of locality names and boundaries.

Locality naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1: General policies and standards, as well as all the procedures outlined in this section.

Selection of a locality name must take into consideration the impact the name will have on the wider community. The selection shall recognise that locality names may bear specific provenance to the history, geography or junction of another state or territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new locality name.

4.1 Components of a locality name

All locality name submissions must conform to the policies as outlined in Section 1.

4.1.1 Name element requirements

A locality name shall consist of a single name element (specific) and shall not include a second word to form a double-barrelled name.

4.1.2 Unacceptable names

The official naming parameters as detailed in Section 1: General policies and standards must be applied for all locality naming submissions.

There shall be only one official name for a locality; dual or alternative names shall not be assigned.

The use of road types as part of a locality name shall not be used, for example Glendalough Street.

No locality name shall be preceded or followed by a feature class (generic*)* or a cardinal indicator. The use of such is not considered an appropriate means to create a unique name. For example, East Bullsbrook, Wanneroo Brook, Mount Northam and Swan Valley North are not acceptable. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1.

The use of numerals in a locality name may cause confusion between the name of the locality and an address number. Therefore it is not acceptable for a locality name to include numbers/numerics, either in full alphabetised or numeric format, for example neither Eight, Eighth, 8 or 8th, see Section 1: Policy 1.3.12

Locality names which are not directly related to the area in which they are to be located will not be accepted.

4.1.3 Recommended sources for new or changes to names

Locality names are expected to be enduring and changes to names will only occur if there is a proven risk to life if the current name is retained.

The following sources are recommended when seeking a new locality name:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area
- names of persons who died during war service
- names associated with historical events connected with the area
- flora or fauna native to the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Locality naming proposals will not succeed if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development

- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc
- the proposed name has no relationship to the area or is a made up name
- the proposed name is duplicated or similar in spelling or sound to an existing locality name within Australia
- petitions presented in support only represent one point-of-view
- the proposal is not supported by local government
- no broad-based community survey has been undertaken
- the proposal does not have strong local community support
- the proposal is to rename all or part of a locality after urban development occurs.

Use of Aboriginal names
In instances where the name is of Aboriginal origin, all submission must conform to the information regarding the appropriate use of names and terms which can be found in Section 7: Use of Aboriginal names and dual naming.

Any locality name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

4.1.4 Boundary delineation

The submission for the creation of new or modification of existing locality boundaries shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined, contiguous and must not overlap another locality boundary
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks
- locality boundaries for corner blocks shall be the same as those for neighbouring properties accessed from the same road
- if a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally defined as being addressed to a different locality, the locality boundary shall be changed to incorporate the new subdivided properties
- if a natural feature such as a waterway is to be used as the boundary for a locality, the boundary should be applied to the centreline of such a feature
- a locality shall not be defined as an island within another locality. For instance, all localities should have boundaries that run alongside two or more other localities or one other locality and a state or sea boundary
- a locality boundary should not separate any areas which are considered to be of community interest
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by Landgate for endorsement may include large areas such as forest, lakes or national parks.

4.2 Name duplication

Names proposed for new localities shall not be duplicated or sound similar to names used within the state or nationally.

For example Girraween (NT), Girraween (NSW), Girraween (Qld) or Girrawheen (WA) or Mount Alford (Qld) and Mount Alfred (Vic). Duplicated names are considered to be any existing locality or administrative boundary name which is spelt exactly the same or is considered to have a similar spelling or pronunciation.

There is a national requirement that consultation with all other states and territories must be undertaken for all locality name proposals to ensure that the proposed name is not recorded on any reserved names list for future use within those jurisdictions. Landgate will provide assistance with such consultation on request from the local government proposing the name.

All locality name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

4.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established locality names are duplicated or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause a risk to life and confusion in the delivery of essential services, consultation with the relevant local government and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be met between the relevant local government and the community in the application of a new unique locality name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

4.3 Assigning named extents

All locality naming submissions must clearly define the area to which the name shall apply. Any decisions on a naming submission shall specify the limits of the area to which the name officially applies.

4.3.1 Locality sizes

A locality will be defined for the purposes of assisting delivery of emergency service responders or postal services. Therefore, a locality cannot be so small that it makes it difficult to distinguish from the surrounding area nor can it be so large that it confuses members of the public about where the boundaries are situated. All submissions must be able to demonstrate that proposed boundaries for a locality will make sense to local residents and businesses as well as visitors.

The requirements as to the size and number of available lots required for urban and rural localities are:

- localities within metropolitan and urban areas shall be a minimum size of 100ha, with the minimum number of lots to be 1000. The maximum size shall be 10,000ha. The ideal size for an urban locality is approximately 500ha
- localities with rural areas shall have a minimum size of 1000ha and have no maximum size. The ideal size for a rural locality is approximately 2500ha.

4.4 Naming and boundary amendments

The official locality names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis and the merits of each case will be carefully evaluated.

4.4.1 Proposed boundary amendments

The need to amend a locality boundary will arise when there is an impediment to the efficient delivery of services to an area, the inability to assign a correct street address, further land development or as a result of the construction of a new major road.

The implementation of such changes will occur if a significant benefit to the community is identified. This includes:

- the amendment supports the requirements of the WA Police, emergency service responders and Australia Post
- the amendment alleviates difficulties by the community in gaining access to and from the area
- the benefits of the proposal to the community as a whole
- the size of the area and the proposed boundaries
- the amendment facilitates correct street addressing requirements as included in Australian/New Zealand Standard AS/NZS 4819:2011.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

4.5 Locality names crossing local government and state boundaries

Where a locality boundary extends across two or more local government boundaries, the boundaries of the locality shall be reviewed with the intention of aligning them with the local government area.

A locality boundary shall not extend beyond the Western Australian state border.

4.6 Assignment of postcodes

Australia Post is responsible for the allocation of four digit numeric postcodes. These codes are allocated to geographic areas to facilitate the efficient processing and delivery of mail.

The decision to assign a new postcode or an existing postcode to a locality is based on operational efficiency. Issues that underpin this decision include the configuration of the Australia Post network, transportation connections and delivery arrangements.

Landgate shall consider Australia Post requirements when reviewing all locality boundary proposals.

4.7 Government managed land

All localities situated on land administered by other government agencies and authorities other than local governments, shall be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies which are responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of localities within these areas.

4.8 Private, residential and commercial developments

The intention of this subsection is to outline the acceptable use of official locality names in which private, residential or commercial subdivisions may exist.

Estate, commercial, subdivisional or promotional (vanity) names of a subdivision or development used for the marketing of real estate shall not be accepted as a substitute for an official locality name. Such names undermine the correct use of property street addressing and create potential for confusion to emergency service responders and future residents. They shall not have any official recognition within Western Australia.

Such names shall only be used by developers in marketing documents in the early stages of a development and must be used in conjunction with the official locality name. They cannot be used without the official locality name being used (for example, Ranford Estate, Canning Vale or Brighton Estate, Butler) when advertising houses or land for sale and in general correspondence.

When such names are used, they should conform to general naming policies and standards, such as avoiding duplication and only using a locality name as an estate name when the estate is actually situated within the locality of that name.

Landgate should be informed of all such names so that they can be recorded for information purposes to assist with emergency service response coordination.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for a locality unless they conform to the general naming policies and standards.

4.8.1 Compliance

The irregular and ungoverned naming of private, residential or commercial development areas within a locality can lead to confusion and interruption to the efficient delivery of essential and emergency service responders. Therefore, developers of such areas are encouraged to select such names in accordance with Section 1: General policies and standards.

4.9 Review of localities

Boundaries of localities in areas that are subject to urban development and residential infill shall be reviewed regularly and amended where appropriate.

Such revisions will determine whether the boundaries continue to adequately define the existing situation of the area. If major developments create a unique area and are readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by Landgate.

Name and extent submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each locality name proposal shall include the following information:

- the location of the locality feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates for the centroid of the locality polygon
- the 1:250 000 and 1:50 000 mapsheet names and numbers the locality is situated on
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal community
- submission of the completed worksheet which is located at in this document as Appendix 4A to clearly indicate which policies in Sections 1 and 4 the proposal conforms to
- supporting information as to why Landgate should consider naming or amending the locality name or boundary (if relevant, why the current name and/or boundary is considered to be less appropriate than the new proposed name and boundary)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined locality boundary extents and name(s)
- where applicable, evidence of landowner, family or community support
- if the application is for a renaming, evidence of consultation from the wider community is required.

Landgate has provided a checklist at Appendix 4A to assist with submission of locality naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 5: Local parks and recreational reserves

Introduction

For the purposes of these policies, a local park and recreational reserve is a uniquely and clearly defined administrative geographical extent. It may be freehold or crown land parcels which have been established for public purpose, such as recreational use and/or for the protection of local habitat areas. They may include public gardens, infrastructure such as shelters, ablutions, playground equipment, barbeques or other features such as ponds, lakes, bushland and walking trails.

Using this section of the policy

The naming of local parks and recreational reserves provides instantly recognisable labels to identify these geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

This section outlines how local parks and recreational reserves can be named, renamed or have their boundaries and spatial reference points determined or realigned.

Who can officially name local parks and recreational reserves?

As per the provisions in the *Land Administration Act 1997,* the Minister for Lands (the Minister) has the authority for officially naming and un-naming all local parks and recreational reserves in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of local parks and recreational reserve names.

Which local parks and recreational reserves can be named?

All local parks and recreational reserves should be named and formally approved by Landgate. It is in the public interest and important for the ease of identification and dispatch of emergency service responds that local parks and recreational reserves are officially named in accordance to the policies and procedures outlined in this document.

Local parks and recreational reserve naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1: General policy and standards, as well as all the procedures outlined in this section.

Selection of a local park or recreational reserve name must take into consideration the impact the name will have on the wider community.

5.1 Components of a local park or recreational reserve name

All local park and recreational reserve naming submissions must conform to the policies as outlined in Section 1.

5.1.1 Name element requirements

A local park or recreational reserve name should consist of a single name element (specific) followed by a feature class (generic), for example Queenscliff Park and not Park Queenscliff. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1.

In instances where the name is of Aboriginal origin, the use of a generic term with an Aboriginal name is not mandatory. Further information regarding the appropriate use of Aboriginal names and terms can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

5.1.2 Acceptable feature classes (generics)

All local park or recreational reserve names shall include as part of that name a feature class (or generic).

It is preferred that all local park or recreational reserves use the feature class PARK as part of the name.

The word RESERVE should only be used as part of a name if the whole of the area to be named is an official reserve as created under the *Land Administration Act 1997* and has been allocated an official reserve number. The name is to be applied to the whole extent of the reserve. It will not be applied to disconnected parcels of land; however the same name may be applied to multiple adjoining reserves.

5.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and standards must be applied for all local park or recreational reserve naming submissions.

The use of road types as part of a local park or recreational reserve name shall not be used, for example Smith Street Park.

The use of cardinal indicators and suffixes/prefixes which are not locality specific (Mount, Lake, etc) are not supported. For example, Mount Lawley Park will only be accepted if it is to be applied to a large recreational area within the locality of Mount Lawley. Where possible the names of the adjoining roads should be applied.

The use of a unique name may only be considered by Landgate when the name is derived from a historical reference indicating that the name has been in use in the same area for some extended period of time.

The use of numbers in a topographic feature name may only be used as words (eight, eighth) or as numbers, such as 8 (for example 8th, 3rd, 2nd are not allowed), and only if the proposed name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time. In all other cases it is not acceptable for a park or reserve name to include numbers/numerics, either in full alphabetised or numeric format, for example Section 1: Policy 1.3.12

5.1.4 Recommended sources for new names

It is expected that all new local parks or recreational reserves will be named after an adjoining road name.

If, due to duplication, an alternate name is required the following are considered suitable sources for such submissions:

- names from Aboriginal languages formerly identified with the general area
- names of pioneers who were relevant to the area
- names of persons who died during war service
- names associated with historical events connected with the immediate area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Local park or recreational reserve naming or renaming proposals will not be approved if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development
- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc
- the proposed name has no relationship to the area or is a made-up name
- petitions presented in support only represent one point-of-view
- the proposal is not supported by local government
- no broad-based community survey has been undertaken for a renaming
- the renaming proposal does not have strong local community support
- the proposal is to rename all or part of a local park or recreational reserve after urban development occurs.

Use of Aboriginal names
In instances where the name is of Aboriginal origin, the submission must conform to the information regarding the appropriate use of Aboriginal names and terms which can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

Any local park or recreational reserve name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

5.1.5 Boundary delineation

The submission for the creation of a new, or modification of an existing, local park or recreational reserve shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined
- must not overlap another cadastral parcel boundary
- must be contiguous
- boundaries shall align with cadastral information.

5.2 Name duplication

Names proposed for new local parks or recreational reserves shall not be duplicated or sound similar to names used within the state. Duplicated names are considered to be any existing local park or recreational reserve name which is spelt exactly the same or is considered to have a similar spelling or pronunciation.

All local park or recreational reserve name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

5.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established local park or recreational reserves names are duplicated, or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause, a risk to life and confusion in the delivery of essential services, consultation with the relevant local government and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be reached between the relevant local government and the community in the application of a new unique local park or recreational reserve name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

Local park or recreational reserve naming submissions requesting names other than the adjacent road name, will not be accepted if the suggested name exists as a road name within 10km of the proposed local park or recreational reserve or within the same local government area.

5.3 Assigning named extents

All local park or recreational reserve naming submissions must clearly define the area or extent to which the name shall apply. The same name shall only be applied to contiguous land parcels and will not be applied to unconnected land parcels.

Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies.

5.3.1 Local park or recreational reserve sizes

There is no minimum or maximum size requirement for a named local park or recreational reserve. However, the names shall not bisect a lot and shall only apply to whole cadastral land parcels. They may be applied to more than one land parcel.

5.3.2 Naming of pavilions and other structures

Components of local parks or recreational reserves, for example pavilions, and other structures etc may be named in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general.

The formal approval of such components is not required when the local park or recreational reserve has already been named as a whole. However the names shall conform to these naming policies and standards to ensure there is no duplication of names elsewhere within Western Australia. This assists in the provision of early responses from emergency service responders if the need should arise.

Landgate shall be informed of the names of such structures and facilities to ensure that the name, origin and position are recorded and available for inclusion on maps and for the unhindered provision of emergency service responders and essential services.

5.4 Naming amendments

Official local park or recreational reserve names are expected to be enduring. Landgate discourages any changes to official names without good reason, however such proposals will be considered on an individual basis, and the merits of each case will be carefully evaluated.

Reasons that may be considered in support of a name change are:

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer.

Where a change to the name of a local park or recreational reserve is proposed, clear justification outlining sufficient reasons for consideration is required. As names are meant to be enduring, the current name has already been in use within the public domain. The proposed new name selected shall conform to all the necessary naming policies and standards.

The requirements of emergency service responders for clear unambiguous local park or recreational reserve naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for local park or recreational reserve name changes deemed to be non-essential or unnecessary shall incur a service charge.

5.5 Local park or recreational reserves near state boundaries

If a local park or recreational reserve is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

No local park or recreational reserve may cross a state or territory border.

5.6 Government managed land

All local parks or recreational reserves situated on land administered by other government agencies and authorities other than local government must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies which are responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of local park or recreational reserves within these areas.

5.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming local parks or recreational reserves situated within a private, residential or commercial subdivision.

All local parks or recreational reserves situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The land owner/developer and the local government should work collaboratively to develop compliant names for local parks or recreational reserves within these areas.

5.7.1 Compliance

All local parks or recreational reserves within private, residential or commercial subdivisions must be named in accordance with Section 1: General policies and standards.

5.8 Local park or recreational reserve of greater than local significance

A local park or recreational reserve is considered to be of greater than local significance when it is:

- located in two or more local government areas
- located in a significant tourist precinct
- proposed to be created as part of a state or federal government project
- a major cultural, natural or recreational landscape feature
- linked to a significant Aboriginal feature, story or landscape.

Name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for its endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each name proposal for a local park or recreational reserve shall include the following information:

- The location of the local park or recreational reserve including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates for the centroid of the park/reserve polygon
- The 1:250 000 and 1:50 000 mapsheet names and numbers the park/reserve is situated on
- If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community

- Submission of the completed worksheet which is located at in this document as Appendix 5A to clearly indicate which policies in Sections 1 and 5 the proposal conforms to
- Supporting information as to why Landgate should consider naming or changing the local park or recreational reserve name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- The proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- A current map or plan correctly marked with clearly defined local park or recreational reserve extents and name(s)
- Where applicable, evidence of landowner, family or community support
- If the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 5A to assist with submission of naming requests for local parks and recreational reserves. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 6: Administrative boundaries

Introduction

For the purposes of these policies, administrative boundaries are uniquely and clearly defined administrative geographical boundaries. Examples include electoral boundaries, local government boundaries, land divisions, port authorities etc.

Administrative boundaries are legally documented and attributed boundaries used to define the rights, responsibilities and interests on the land. These areas are recognised by governments or other organisations for administrative purposes. Landgate records and administers state and local government administrative boundaries only.

Using this section of the policy

The naming of administrative boundaries provides instantly recognisable labels to identify administrative geographic entities. As with all naming processes, the duplication of names within the state often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

This section outlines how administrative boundaries can be named, renamed or have boundaries determined or realigned.

Who can officially name administrative boundaries?

As per the provisions in the *Land Administration Act 1997,* the Minister for Lands (the Minister) has the authority for officially name and un-name all administrative boundaries in Western Australia which are not legally named under other state legislation. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of administrative boundary names.

Administrative boundary naming policies

Local governments and other government authorities are to ensure that all naming submissions conform to the policies outlined in Section 1, as well as all the procedures outlined in this section.

Selection of administrative boundary names must take into consideration the impact the name will have on the wider community. The selection shall recognise that such names may bear specific provenance to the history, geography or junction of another state or territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new administrative boundary name.

6.1 Components of an administrative boundary name

All administrative boundary name submissions must conform to the policies as outlined in Section 1.

6.1.1 Name element requirements

Where possible an administrative boundary name should consist of a single name element (specific) and not include a second word to form a double-barrelled name.

6.1.2 Feature classes (generics)

All administrative boundaries shall include as part of that name a feature class or generic.

The feature class must be selected from the official list of feature classes used within Western Australia as shown in this document as Appendix 6A: Administrative Boundary Feature types suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name.

6.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and standards must be applied for all administrative boundary naming submissions.

There shall be only one official name for an administrative boundary; dual or alternative names shall not be assigned.

The use of road types or feature classes as part of an administrative boundary name shall not be used.

No administrative boundary name shall be preceded or followed by a feature class (generic*)* or a cardinal indicator. The use of such is not considered an appropriate means to create a unique name. For example, East Bullsbrook Ward, South Wanneroo Water Catchment Area, Swan North Legislative Assembly District are not acceptable. Further information regarding appropriate use can be found in Section 1: Policy 1.3.1.

The use of numerals in an administrative boundary name may cause confusion between the name of the administrative boundary and an address number. Therefore, it is not acceptable for an administrative boundary name to include numbers/numerics, either in full alphabetised or numeric formal, for example. neither Eight, Eighth, 8 or 8th, see Section 1: Policy 1.3.12

Administrative boundary names which are not directly related to the area in which they are to be located will not be accepted.

6.1.4 Recommended sources for new names or changes to names

Administrative boundary names are expected to be enduring and changes to names will only occur if there is a proven risk to life if the current name is retained or if the form and purpose of the boundary has been changed.

The following sources are recommended when seeking a new administrative boundary name:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area

- names of persons who died during war service
- names associated with historical events connected with the area
- flora or fauna native to the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Administrative boundary naming proposals will not be approved if:

- the proposal seeks to adopt a commercial or developer's estate/promotional name coined to endorse a development
- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc.
- the proposed name has no relationship to the area or is a made-up name
- the proposed name is duplicated or similar in spelling or sound to an existing administrative boundary name within Australia
- petitions presented in support only represent one point of view
- no broad-based community survey has been undertaken
- the proposal does not have strong local community support.

Use of Aboriginal names
In instances where the name is of Aboriginal origin, the submission must conform to the information regarding the appropriate use of names and terms which can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

Any administrative boundary name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

6.1.5 Boundary delineation

The submission for the creation of new, or modification of existing, administrative boundaries shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined, contiguous and must not overlap another administrative boundary of the same function
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks
- if a natural feature such as a waterway is to be used as the boundary for an administrative boundary, the boundary should be applied to the centreline of such a feature
- an administrative boundary shall not be defined as an island within another administrative boundary of the same function
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by Landgate for endorsement may include large areas such as forests, lakes or national parks.

6.2 Name duplication

Names proposed for unnamed administrative boundaries shall not be duplicated. Duplicated names are considered to be two or more names which are within close proximity and those which are identical or have similar spelling or pronunciation.

There shall be no administrative boundary name duplication within the state regardless of function. All administrative boundary name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

6.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established administrative boundary names are duplicated or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause, a risk to life and confusion in the delivery of essential services, consultation with the relevant managing jurisdiction (commonwealth or state government agency) and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be met between the relevant managing jurisdiction and the community in the application of a new unique administrative boundary name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

6.3 Assigning named extents

All administrative boundary naming submissions must clearly define the area to which the name shall apply. Any decisions on a naming submission shall specify the limits of the area to which the name officially applies.

6.3.1 Administrative boundary sizes

There is no minimum or maximum size requirement for a named administrative boundary. However, the names shall not bisect a lot and shall only apply to whole cadastral land parcels. They may be applied to more than one land parcel.

6.4 Naming and boundary amendments

Official administrative boundary names are expected to be enduring. Landgate discourages any changes to official names without good reason, however such proposals will be considered on an individual basis, and the merits of each case will be carefully evaluated.

6.4.1 Proposed boundary amendments

The need to amend an administrative boundary will arise when there is a change to the function of the boundary or needs of the managing jurisdiction.

The implementation of such changes will occur if a significant benefit to the community is identified.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

6.5 Local government and state boundaries

If an administrative boundary is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

An administrative boundary shall not extend beyond the Western Australian state border.

An administrative boundary may extend across multiple local government boundaries.

6.6 Government managed land

All administrative boundaries situated across land administered by other government agencies and authorities other than local governments, shall be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of administrative boundaries within these areas.

Because of the varied nature of administrative boundaries that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

6.7 Private, residential and commercial developments

An administrative boundary shall extend across any private, residential and commercial development as required and as prescribed in relevant legislation.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for an administrative boundary unless they conform to the general naming policies and standards.

Name and extent submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government or government agencies for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, all administrative boundary naming proposals should include:

- the location of the administrative boundary including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- the 1:250 000 and 1:50 000 mapsheet names and numbers the administrative boundary is situated on
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal

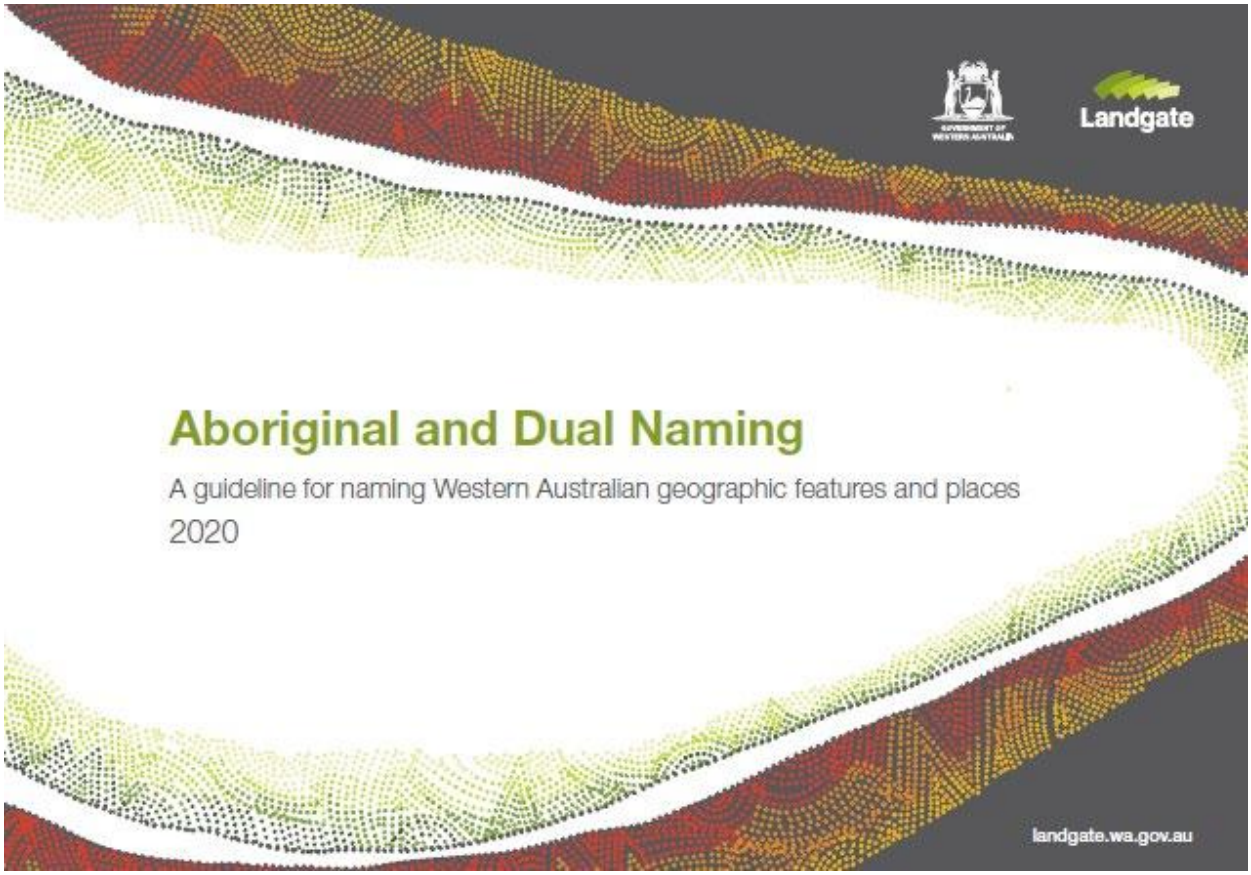
community

- submission of the completed worksheet which is located at in this document as Appendix 6B to clearly indicate which policies in Sections 1 and 6 the proposal conforms to
- supporting information as to why Landgate should consider naming or changing the administrative boundary name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined administrative boundary extents and name(s)
- if the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 6B to assist with submission of administrative boundary naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 7: Appropriate use of Aboriginal names and dual naming

The Aboriginal and Dual Naming Guidelines are published separately on the Landgate webpage here .



Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee

Introduction

The purpose of this section of the policy is to clearly explain the roles and responsibilities of the Minister for Lands (the Minister), Landgate and the Geographic Names Committee (GNC).

Using this section of the policy

This section is to provide a clear understanding to government agencies, developers, local government, community interest groups and the general public about the roles and responsibilities of the Minister, Landgate and the GNC in the formal approval of roads, administrative boundaries and topographic features within Western Australia.

The Minister for Lands' role and responsibilities

As part of the Lands portfolio, the Minister, as per the provisions in the *Land Administration Act 1997,* has the authority for officially approving all road, feature and administrative boundary names in Western Australia. The Minister also has the authority to un-name.

Landgate and the delegation of authority

Landgate is a statutory authority which is managed by a board. This Board of Management is accountable to the Minister for the delivery of Landgate related products and services.

Within Landgate, there are a number of roles responsible for designated functions under the *Land Information Authority Regulations, 2007* and the *Land Administration Act, 1997,* including the Commissioner of Titles, Registrar of Titles, Valuer-General, Surveyor General and the Geographic Names Committee and Secretariat.

Through delegated authority, under the *Land Administration Act, 1997,* Landgate acts on the Minister's behalf to undertake the administrative responsibilities required for the formal approval of naming submissions, including the development of policies and procedures.

GNC executive officer and the secretariat
The GNC is served by an executive officer and a secretariat, both of which are provided by Landgate. The executive officer assists the chairman in the planning and conducting of the GNC meetings and implementation of Committee resolutions. It is also the executive officer's role to represent Western Australia on national consultative committees which meet to focus on issues of common interest to all states and territories and to develop national guidelines for a more unified approach to nomenclature in Australia.

Standard naming operations are managed by the executive officer and the secretariat (the Geographic Names Team) as provided by Landgate. This office is responsible for managing the nomenclature needs of the community, local government, real estate, mapping industries etc., for topographical features, administrative boundaries, localities and roads.

The secretariat is also responsible for the maintenance of the state's gazetteer and nomenclature database which holds essential attribute information.

Secretariats terms of reference

- assign nomenclature to topographical features, localities and roads
- alter, when required, the nomenclature of topographical features, localities and roads
- determine whether the use of a topographical feature, locality or road name shall be discontinued
- adopt national and international rules of orthography, nomenclature and pronunciation with respect to naming topographical features, localities and roads
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any topographical feature, locality and road names
- investigate and determine the application of nomenclature to topographical features, localities and roads with regard to position, extent or otherwise
- maintain a gazetteer and geographic nomenclature database for Western Australia
- inquire into and make recommendations on any matters relating to the nomenclature of topographical features, localities and roads referred by the Minister.

Geographic Names Committee

GNC History

In 1936 the then Minister for Lands, the Hon M.F. Troy, appointed an advisory committee known as the Nomenclature Advisory Committee. The Committee consisted of Dr J.S. Battye (Chancellor of The University of Western Australia and State Archives Board Chairman) as the Committee Chairman and its appointed members included Mr J.A. Klein, MA (Director of Education), Mr J.P. Camm (Surveyor General), Mr P Hasluck (Western Australian Historical Society) and Mr F.I. Bray (Memorials Committee of the Western Australian Historical Society).

The Committee's name was changed in 1987 to the Geographic Names Committee and it performs a similar role today by providing advice to, and on behalf of, the Minister on geographical naming issues.

Committee membership

Appointments to the GNC are made by the Minister to represent different points of view from local communities, professional institutions and government agencies within Western Australia. It provides a mechanism to make democratic naming decisions for the state government and is comprised of representatives from the following organisations:

- Australia Post
- Community Representatives (2 positions)
- Department of Aboriginal Affairs
- Department of Fire and emergency service responders
- Department of Mines and Petroleum
- Department of Parks and Wildlife
- Landgate – Chairman and executive officer
- Main Roads Western Australia
- State Records Office of Western Australia
- Urban Development Institute of Australia (WA Division) Inc.
- Western Australia Police
- Western Australian Local Government Association (2 representatives).

Responsibilities of the GNC
The GNC is responsible for:

- advice on geographical nomenclature matters
- development of policies to facilitate the approval and processing of nomenclature applications
- development of rules and processes to be followed in selecting, assigning or amending geographic nomenclature
- setting out processes and procedures for the selection or assigning of Aboriginal nomenclature
- specifying criteria for the assessment of cultural heritage or other significance in relation to the naming of places
- establishing consultation requirements for geographic nomenclature actions
- specifying any other matter or item appropriate to geographic nomenclature in Western Australia
- advising to the Minister on the establishment and development of the naming policies and standards
- dissemination of information on the naming policies and standards
- monitoring and review of compliance with the naming policies and standards
- undertaking other functions as required in relation to nomenclature.

At the discretion of the Minister the Committee shall:

- Review naming actions, transactions and issues which impact on any government agency, authority or instrumentality or that may attract significant public, government or other external interest
- Review and approve papers and reports to third/external parties which contain naming issues or exceptions which may prompt media, public or government scrutiny.

GNC recommendations
Not all submissions for a naming approval are required to be presented to the GNC for endorsement. Through the *Land Administration Act 1997, Land Administration Regulations 2007* and the *Instrument of Delegations,* the chairman and the executive officer of the GNC, and other Landgate officers have the authority to approve and un-approve naming submissions. Through Landgate's Geographic Names, advice is provided to the applicant on how the naming proposal shall proceed or why it cannot.

The GNC is presented with naming actions that are considered to be of significance to the wider community, may be controversial in nature, are required in the interests of public safety or those applications seeking special consideration as they do not comply with the necessary policies and standards.

Each matter determined by the GNC is made on the basis of the unique circumstances associated with the particular issue. Such decisions are not to be taken as precedents in subsequent naming deliberations.

Naming submission presented to the GNC
When a naming action has been presented to the GNC, it shall:

- determine whether the naming proposal in its current form conforms to all required naming policies and standards
- seek further supporting evidence, if required, from the applicant, government departments or development bodies, and other interested parties such as affected local land owners, businesses or residents as required

- consult with relevant emergency service response or public service organisations if a question of public safety or confusion might arise
- consider all information for its relevance to the principles, policies and procedures, especially all objections received from members of the public and emergency service responders or other public service organisations.

The GNC will determine the merits of each proposal and/or identify issues arising from the application before making a final decision.

Review of a GNC decision
Apart from requests from the Minister, after making a determination, the GNC will only reconsider an issue if new or additional relevant information is provided by the proponent.

The Minister may be asked to review a GNC decision on a naming matter within Western Australia if the proponent feels aggrieved by the decision of the GNC. A copy of the submission requesting the review is to be sent to Landgate for its information.

Presentation policy for the GNC
Individuals, interest groups or organisations with a direct interest in a topic to be considered by the GNC may request to make a short formal presentation to the Committee. The Committee will determine if they will hear the presentation or not. Submissions for such requests and any supporting documents must be provided to Landgate no less than fourteen calendar days before the scheduled meeting.

Presenters will be allocated a minimum time of fifteen minutes and a maximum of thirty minutes, prior to the scheduled GNC meeting and before the discussion of this matter where a decision is to be made by the GNC. The GNC members will be able to ask questions of the presenters and the executive officer will record any discussions and or questions which will be included as an appendix to the final version of the minutes.

Questions raised must relate to the matters being discussed on the GNC agenda or to a function of the committee. No debate or discussion will be permitted on any question or answer.

The Chairman may accept or reject any question, or determine that any requiring a complex response which may need further research, be answered in writing following the meeting and these will also be included as an appendix to the meetings minutes.

Other naming groups and organisations

Permanent Committee on Place Names (PCPN)
In 1984, to assist with the coordination and communication for the consistent use of place names within Australia and New Zealand, the Committee for Geographical Names in Australasia (CGNA) was formed. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM) and is now known as the Permanent Committee on Place Names (PCPN).

All of the principle naming authorities in Australia and New Zealand are represented on the PCPN including the Australian National Placenames Survey (ANPS), Great Barrier Reef Marine Park Authority (GBRMPA), Australian Antarctic Division (AAD), Australian Hydrographic Office (AHO) and the Department of Defence.

The PCPN meets annually to discuss issues of common interest to all states and territories and develop guidelines to reflect a national approach to nomenclature.

Its terms of reference include:

- The promotion of a greater community awareness of geographical names
- Development and promotion of national guidelines for geographical names
- Promotion of the use of correct names by map, chart and electronic application procedures
- Support for the maintenance and development of jurisdictional and national gazetteers, PCPN, Scientific committee on Antarctic Research (SCAR), and the Sub-Committee on Undersea Feature Names (SCUFN)
- Support of initiatives for the appropriate use and preservation of geographical names, and for the recognition of their heritage and cultural importance
- Support of the United Nations Group of Experts on Geographical Names (UNGEGN) and its initiatives.

United Nations Group of Experts on Geographical Names (UNGEGN*)*

International naming uniformity

In 1958, the Economic and Social Council of the United Nations passed a resolution requesting that the Secretary General draft a plan for achieving international uniformity on geographical names at the national and international level. As a result of this resolution, efforts to standardise geographic names for international use became the role of the United Nations Group of Experts on Geographical Names (UNGEGN).

UNGEGN functions through 23 geographical/linguistic divisions and working groups which address issues such as training courses, digital data files and gazetteers, romanisation systems, country names, terminology and toponymic guidelines. Activities include the sponsoring of conferences and sessions of a group of experts in the interests of developing guiding principles for attaining uniformity in the name-processing procedures and in the promotion of national standardisation by all countries.

Pacific South-West Division

Through the PCPN, Australia and New Zealand are represented at UNGEGN in the Pacific South West Division (PSW). Countries participating in this division include Australia, Fiji, Nauru, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga and Vanuatu

Section 9 Consulting with the wider community

Introduction

Consultation is a key component in the process of naming and renaming topographic features, administrative boundaries, localities and roads. The following process is recommended when consulting with the immediate and extended community in relation to naming and renaming processes.

This section provides information on the nature and extent of consultation required and when it is appropriate.

Using this section of the policy

For the purposes of this document, there is a distinction between 'immediate community' and 'extended community' for consultation.

Immediate community is considered to be:

- people who live or work within the area
- owners of properties or businesses in the area.

Extended community is considered to be:

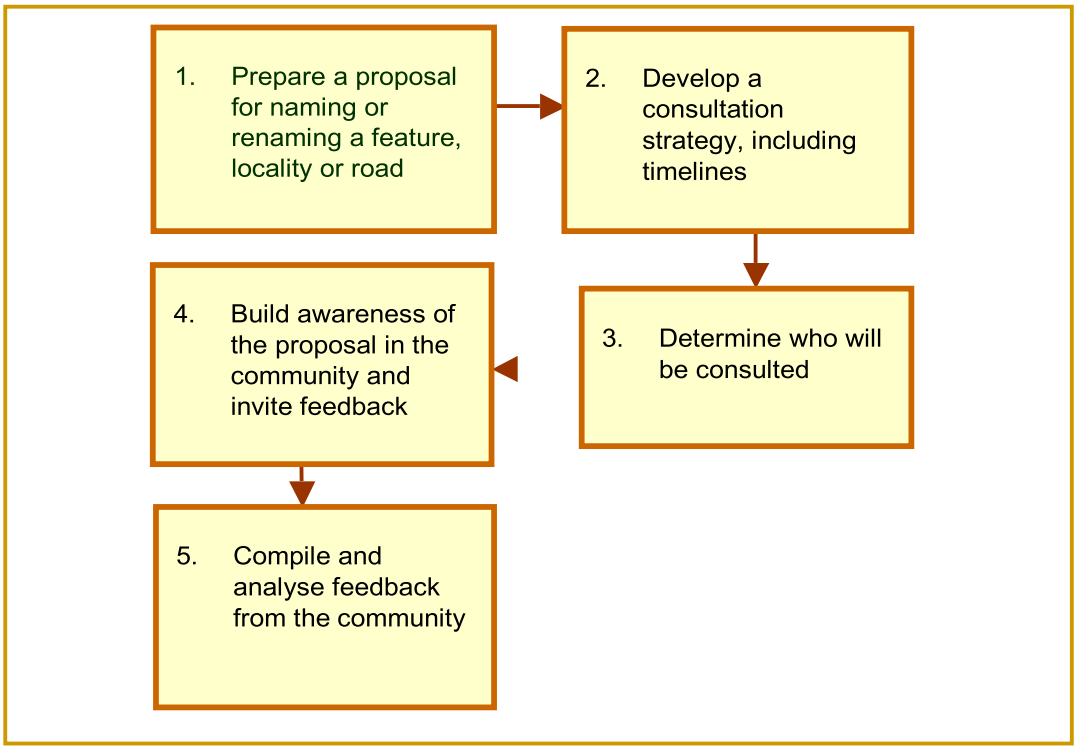
- visitors to the area (shoppers, tourists, recreational or dining visitors etc)
- organisations that have an interest in the area (Aboriginal associations, local historical societies and eminent individual historians, service clubs such as Lions Clubs and Rotary Clubs, Country Women's Associations, farmers groups, State Emergency Service, brigades, school parents associations, Probus clubs, senior citizens centres, ethnic associations, etc)
- government or non-government organisations that service the area.

The area' is different depending on the circumstances of the proposal. In general, it is considered to include (but is not be limited to):

- features (other than waterways): the sites themselves and the localities within which they fall
- localities: properties within the current and proposed locality's boundary and a generous buffer zone of properties adjoining or within 200 metres of the boundary
- roads: properties accessed from the road or major roads of state significance.

The consultation process

The consultation process involves five steps, which are illustrated in the diagram below and described in detail to follow.


1. Prepare a proposal for naming or renaming a feature, locality or road
2. Develop a consultation strategy, including timelines
3. Determine who will be consulted
4. Build awareness of the proposal in the community and invite feedback
5. Compile and analyse feedback from the community

Local government is expected to cover costs associated with public consultation.

Step 1: Prepare a naming proposal

The naming proposal must be prepared according to the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017.

If the proposed name is a traditional Aboriginal name or derived from an Aboriginal Australian language relevant to Western Australia, local governments must consult with the relevant Aboriginal groups prior to submitting the naming proposal. Further details on consultation with the Aboriginal community are provided later in this document under Consulting with Aboriginal Groups.

This portion of the document provides information on consultation with the wider community following endorsement of the proposal by the Aboriginal community.

The information below should be used as a guide to assist with consultation.

Step 2: Develop a consultation strategy

A strategy for consulting with the wider community should detail who will be consulted, how they will be consulted and how feedback will be compiled and analysed. Information on each of these topics is provided below.

In addition to this information the strategy documentation should outline a timeline for the consultation process, allocate staff and resources to different tasks and define the background purpose and intended goals to be achieved through consultation.

Preparing this information in advance means that it can be referred to in different information campaigns throughout the consultation process.

Step 3: Determine who should be consulted

Consultation should be held with the communities that will be affected by the proposed naming/renaming or boundary adjustment of any feature, locality or road. The following guide may be used to identify which members of the community to consult.

Proposal	Who to consult	Type of consultation
New feature	Immediate and extended community	• Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
New locality	Immediate and extended community	• Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
New road	Immediate and extended community	• Notices (only if this is a potentially contentious issue)
Renamed feature	Immediate and extended community	• Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Renamed locality	Immediate community	• Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Renamed road	Immediate community	• Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a feature	Immediate and extended community	• Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a locality	Immediate community	• Letters to affected residents, ratepayers or businesses, and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a road	Immediate community	• Letters to affected residents, ratepayers or businesses • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Public meetings (only if this is a potentially contentious issue)

Step 4: Build awareness of the proposal and invite feedback

The following methods can be used to build awareness of the proposal and invite feedback. Each method has its own strengths and prior to selecting one or more of the methods, naming authorities should give consideration to the proposal's aims and the required outcomes of community consultation.

Notices

This includes newspaper (including local and Aboriginal newspapers), radio and television. If an advertisement is to be placed and the local government is seeking to reduce costs, it is possible to place an advertisement or notice listing the basic details and referring readers to a website, phone number or council office for further details.

Advertisements in local newspapers alone are generally insufficient to draw people's attention to a proposal.

In addition to advertisements, notices can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries
- technical colleges and universities
- community centres and learning exchanges
- shops with community noticeboards such as bookshops, supermarkets, organic food stores
- tourist information centres.

These notices should include the following:

- the proposed (new) name/boundary and why it has been nominated
- where the feature, locality or road is located
- information on how to provide feedback, such as a public meeting (give date, time and venue), phone number, mailing address, email details and the website's URL.

Alternatively, if there is no proposed name, notices should include the following:

- guidelines for nominating a name or names
- details of how the community can have input into endorsing or selecting a name (for example through a vote)
- information about how to provide feedback, such as at a public meeting (give date, time and venue), phone number, mailing address, email details and/or the website's URL.

Letters

Letters to members of the immediate or extended community should be clear and precise.

As a minimum they must refer to the principles and procedures of the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following information:

- the location and extent of the feature, locality or road proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be 30 days from the date of the letter and/or public advertisement (whichever is later)

- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address.

NOTE: If property addresses are potentially affected by the proposal, the letter must include a survey seeking a response from the residents, rate payers and/or businesses in question. Refer to information below for further details about what should be included in the survey.

Surveys

Surveys should be used to gain an indication of community support or rejection of a naming/renaming or boundary change proposal. They must be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

Surveys must refer to the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following details:

- a statement outlining the background of the proposal
- information that the non-return of surveys will be treated as tacit consent for the proposal
- inclusion of two questions:
  - Do you approve the proposal to name/rename/adjust the boundaries of _____?
  - Do you support the proposed name _____ or boundary location (as shown on map)?
- space for respondents to include their name, address and contact details.

If a local government is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The local government could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the 'Internet' section below for further details).

Internet

Internet sites can be valuable for collating all relevant information in one area for the benefit of immediate and wider communities. A website can be developed within the local government's existing website or as an additional site with its own domain name.

Websites are very useful for allowing members of the extended community to lodge expressions of support or objection to a naming/renaming or boundary change proposal. They are also a very practical facility for accommodating a naming competition.

When a website is used as a platform upon which to hold a naming competition, clear information must be provided about the requirement for names to conform to the principles of the Policies and Standards for Geographical Naming in Western Australia 2017.

As a minimum, websites promoting a naming/renaming or boundary change proposal or competition should include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how naming proposals can be lodged, if relevant

- reference and links to the online Policies and Standards for Geographical Naming in Western Australia 2017.

Public meetings
If it is considered necessary, a public meeting could be held. The need for this depends on how important the feature, locality or road is to the community and how controversial the naming/renaming/boundary changing may be.

If a public meeting is held then it should be organised and chaired by the local government. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be one that is acceptable to all sections of the community and held at an appropriate time in the evening (for example. 7.30pm).

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue, talk it over with their families, colleagues and friends, and give feedback to the local government by letter, email or through the website.

Comments made at the meeting should be noted by a nominated recorder and passed onto the local government for analysis and consideration.

If the awareness campaign results in some sections of the community being opposed to the proposed name, a group may form to present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the wider community.

It may be that the group represents particular business interests that may not align with broader community values. The only time a group may be seen as representative of the whole community is when the community elects representatives to act on its behalf, specifically on the subject of a naming or renaming proposal.

Existing groups that have been formed for other purposes (for example charity and support or special interest groups), and generally represent a small proportion of the community, cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender a submission, this may be submitted to the consultation group for consideration.

If there is opposition a new proposal may be put forward. In this instance, the local government will need to recommence the naming proposal process.

Step 5: Analyse feedback from the community

To assist in analysing the feedback, a spreadsheet should be developed to collate and organise the information.

The spreadsheet should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)
- positive or negative responses to questions posed on the surveys
- if a respondent provided alternative suggestions.

If there was no specific name proposed by the local government, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles of the guidelines. The names that conform should be shortlisted and then formed into a proposal as per the procedures outlined in the guidelines. This will require further community consultation to determine support for the final name for the proposal.

Confirming responses from written submissions

If a local government is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised as to whether they have raised issues regarding the proposal not conforming to the principles and/or procedures of the guidelines, or are related to other topics.

Statements of objection that do not refer directly to ways in which the proposal does not conform to the guidelines must be discarded and cannot be included in the data analysis of community support.

Objections must be addressed when they raise an issue of the proposal not complying with the principles and procedures outlined in the guidelines. If it can be shown that the proposal does not conform to the requirements of the guidelines the local government must alter or abandon the proposal.

If the proposal is then altered to ensure compliance with the guidelines, the local government must re-consult with the community to ascertain support or opposition to the revised proposal.

When community support for a proposal is minimal, but the proposal has been put forward based on public safety and/or emergency service responder concerns, the local government should attempt to refine and/or change the proposal so that it meets community expectations.

If the local government believes that community support will not be forthcoming and non-approval of the proposal will maintain the risk to public safety, it should seek advice from Landgate, who can refer the matter to a Geographic Names Committee meeting for advice or support.

Confirming responses from survey material

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating tacit consent) is greater than 50 per cent of the total surveyed population.

For example:

Population in immediate community	100
Respondents who objected	30
Respondents who expressed consent	30
Non-responses (tacit consent)	40
Total community that consents	**70%**

This proposal **can** be considered to have community consent.

Population in immediate community	100
Respondents who objected	55
Respondents who expressed consent	40
Non-responses (tacit consent)	5
Total community that consents	**45%**

This proposal **cannot** be considered to have community consent.

When community support for a proposal is minimal, but the proposal has been put forward based on public safety and/or emergency service responder concerns, the local government should attempt to refine and/or change the proposal so that it meets community expectations.

If the local government believes that community support will not be forthcoming and non-approval of the proposal will maintain the risk to public safety, it should seek advice from Landgate, which can refer the matter to a Geographic Names Committee.

Consulting with Aboriginal groups

Please refer to *the Aboriginal and Dual Naming Guidelines* (Section 7).

Appendix 1A: Naming submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement prior to submissions being made to Landgate.

If a proposal is to change the name of a feature located across multiple local government areas, the respective local governments need to coordinate the proposal's submission prior to it being lodged with Landgate.

1. Who may submit a naming application?

1.1. General public

Members of the general public and community interest groups may submit a proposal to the relevant local government to name or change the name of a road, topographic feature, locality or administrative boundary. Such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

The proposal must then be endorsed by the relevant local government who is responsible for the area in/across which the road etc. is located.

Upon receiving a naming proposal from the general public or community interest group, the local government should initiate the naming process and make a formal submission to Landgate.

1.2. Emergency response or other public service providers

Organisations that deal with the provision of emergency or other essential services (such as power, water, postal or telecommunications) may submit a proposal to name, or change the name of, a feature to the relevant local government responsible for the area in/across which the feature is situated. Such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

Upon receiving a naming proposal from the emergency or other essential service provider, the local government should initiate the naming process and make a formal submission to Landgate.

If a request is made in the interests of public safety, the local government must respond within 30 days and action the request within one council meeting of that initial response. Often, an emergency service response or other public service provider will not provide a suggestion for the proposed new name. In these instances, the local government must provide a suitable name.

1.3. Local government

Local governments may submit an application to name or rename a feature. Renaming of existing features will only be considered if the local government is able to demonstrate that the proposal is being made in the best interests of the community for reasons of safety.

It is possible for local governments to hold naming competitions. In these instances the local government should contact Landgate and the processes described in Section 9: A Guide to consultation should be adopted for use.

If the local government is seeking to develop a naming or renaming proposal that uses an Aboriginal name(s), contact should be made with relevant Aboriginal communities to seek their input at the outset of the proposal process.

Once a name has been chosen, local governments should initiate the formal submission process.

2. General process steps

The following steps briefly outline local government requirements for preparing a naming submission:

Step 1 Check information

Local Governments are to ensure that all the necessary information has been provided by the party proposing the name. If insufficient, request additional information within a specified timeframe.

Step 2 Apply the policies

Upon selection of a new name, local governments must ensure the proposal conforms to all of the policies outlined in the relevant sections of this policy.

If the proposal does not comply with the relevant policies, or the local government determines that the proposal is frivolous in nature, the local government should seek more suitable names from the party proposing the name

Step 3 Consult with Aboriginal communities

If the proposed new name is derived from an Aboriginal language, from the outset the local government, or the party proposing the name, should consult with and obtain the input and approval of the relevant local Aboriginal community(s).

Details on the consultation process are provided in Section 7.

Step 4 Consult with emergency service response and other stakeholders

When local governments have ensured that the proposal adheres to the relevant naming policies, there should be no further need for consultation with emergency service response and other service providers. This is due to these policies having been endorsed by Landgate and the relevant agencies.

In instances of local governments not being certain whether the naming or renaming proposal conforms to the policies (for instance, in cases of possible duplication or confusion) they should consult with Landgate, and seek feedback from emergency service response and public service providers. Such consultation and feedback processes should be undertaken prior to any public consultation to ensure that unsuitable proposals are not unnecessarily provided to the public for their feedback.

Step 5 Consult with the public

The immediate community, including residents, ratepayers and businesses, must be consulted on any naming or renaming proposals that will affect their address.

Consultation with the immediate and/or extended community should only occur once Local Government is certain that the proposed name conforms to the relevant naming policies. If councils are uncertain of this, they should contact Landgate for further advice.

Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal.

The local government's decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.

Step 7 Lodgement of submission to Landgate

If the local government endorses the proposal, a formal request seeking approval of the submission should be made to Landgate, via an online submission.

All naming proposals should include:

- applicant LGA Contact details
- developer/Agent/Proposer details
- the location of the development site in which the proposed road or feature will be situated
- supporting information as to why Landgate should consider naming or changing the name(s)
- the proposed name(s) and the origin/source/historical context
- a final road design plan (where applicable) correctly marked with road extents and names
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents is required.

2.1. Landgate's consideration of submissions

Upon receiving a submission to name or rename a road, Landgate will notify the requestor acknowledging it has received the submission. This notification will confirm that all the necessary information has been included or notify the requestor that further information is required before the approval process can continue.

If the submission is not from a local government, and supporting documentation has not been received confirming that the relevant local government has supported the request, the requestor will be notified that the approval process will not continue.

When considering the proposal, Landgate will check that the proposed naming or renaming conforms to all the relevant naming policies.

If Landgate finds that the submission is non-compliant, the relevant local government and original requestor (if required) will be issued with either a request for further information, or advice that the submission needs to be modified to confirm its compliance.

If Landgate deems that the submission is compliant, the formal approval process will be undertaken.

Once a name has been formally approved, the new or amended name is entered into the State's Gazetteer and information regarding the name's origin, location, derivation, historical name/s (if available), the local government(s) and locality in which the name is located and the official approval date is also recorded. Landgate's other corporate databases will then be able to reflect the necessary additions, amendments or a deletions, thus ensuring this information is made available to Landgate stakeholders and the wider community.

2.2. Notification of approvals

Once the approval process has been finalised, Landgate will notify the relevant local government(s) and the original requestor (if required) and provide a copy of the official naming approval for their records. The relevant local government(s) is required to notify any relevant stakeholders or service providers of the naming approval.

Appendix 2A:
Road types suitable for use in Australia

The following table is an extract from *Australian/New Zealand Standard AS/NZS 4819:2011* Appendix A 'Road Types – Australia'. Road types used in Western Australia shall be chosen from this list for open ended roads, cul-de-sacs or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city block or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.	✓		✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Chase	Ch	Roadway leading down to a valley	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		

Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and re-joins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a	✓	✓	

		group of buildings.			
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.	✓		
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

Appendix 3A:
Topographic feature classes suitable for use in Western Australia

The following table is a list of feature classes suitable for use within Western Australia for topographic feature naming.

Feature Class Abbreviation	Feature Class	Description
AOS	Aboriginal Outstation	ABORIGINAL OUTSTATION = A station in a remote or sparsely populated location OR camps or settlements established by Aboriginal people on their ancestral lands, away from the government town or missions or; an area of land on which a small community of Aboriginal people lives away from larger settlements
AF	Airfield	AERODROME = A landing area that is smaller than an airport, or Any licensed airfield or government airfield maintained by the Federal Airports Corporation, other than those designated airports. AIRFIELD = A level tract of land, maybe equipped with hard surfaced runways and buildings etc. for the operation and maintenance of mainly light aircraft. AIRPORT = A facility, either on land or water, where aircraft can take off and land; usually consists of hard-surfaced landing strips, a control tower, hangars, and accommodations for passengers and cargo. AIRSTRIP = A facility that consists only of a runway with perhaps fuelling equipment. They are generally in remote locations, or A level tract of land, usually without a hard-surfaced runway or maintenance facilities, but otherwise suitable for landing and take-off by light aircraft. LANDING GROUND = An area of flat land used by aeroplanes for landing and take-off and having only rudimentary facilities, or none at all, or A level tract of land, usually without a hard-surfaced runway or maintenance facilities, but otherwise suitable for landing and take-off by light aircraft. WATER AERODROME = Any area of water that is used for aircraft arrival or departure, or A body of water designated for the operations of seaplanes and with facilities licensed for such craft to use.
ANCH	Anchorage	ANCHORAGE = A sheltered place near a coast with sufficient depth of water and a sea bottom below that will hold an anchor securely, so that a ship may lie still in that location for an extended period of time or; an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas. ROAD[S] = A partly sheltered anchorage or; an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas. ROADSTEAD = An area near the shore, where vessels can anchor in safety; usually a shallow indentation in the coast or; an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.
ARCH	Archipelago	ARCHIPELAGO = An archipelago is a landform which consists of a chain or cluster of islands. Archipelagos usually occur in the open sea; less commonly a large land mass may neighbour them. Archipelagos are often volcanic, forming along ocean ridges or hotspots, but there are many other processes involved in their construction, including erosion and deposition.
BANK	Bank	BANK = A portion of the sea bed raised above its surroundings, but covered with enough water to permit navigation or; the sloping ground along the edge of a river, stream or lake or; a broad elevation in the continental shelf lying some distance off the coast, over which the water is relatively shallow. BAR = A ridge or succession of ridges of sand (or other substances) extending across the mouth of a river or harbour and which may obstruct navigation. SANDBANK = An undersea bank of sand, which may be exposed at low tide. SANDBAR = A bar of sand formed in a sea or river by the action of the tides or

		currents or: an undersea ridge of sand, built up by the action of tides, currents, etc., and possibly exposed at low tide.
BAY	Bay	BAY1 = An open, curving indentation made by the sea or a lake into a coastline or a wide indentation in the coastline generally smaller than a gulf and larger than a cove or; a well-marked indentation made by the sea into a coastline, larger than a cove, whose penetration is in such proportion to the width of its mouth as to partly surround its waters, and which thus constitutes more than a mere curvature of the coast. BAY2 = A well-marked indentation made by a lake into its shoreline, larger than a cove, whose penetration is in such proportion to the width of its mouth as to partly surround its waters, and which thus constitutes more than a mere curvature of the shore. FJORD= Long narrow arm of the sea between high cliffs, but the term bay has also been applied to such a feature
BCH	Beach	The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand or gravel or; The sloping shore of a lake usually covered with sand or gravel.
NAVB	Beacon,Light,Buoy	BEACON = A prominent specially constructed object forming a conspicuous mark as a fixed aid to navigation or; a navigational signal light on a tower or hill. BUOY = A floating object moored to the seafloor, as an aid to navigation or for other specific purposes or; a distinctively shaped and coloured float, anchored to the bottom, for designating moorings, navigable channels, or obstructions in a body of water. 'BEACON = A prominent specially constructed object forming a conspicuous mark as a fixed aid to navigation or; a navigational signal light on a tower or hill. LIGHT = A lighted aid to navigation, i.e. a lighted buoy or; an aid to navigation, such as a buoy or minor structure, incorporating an illuminating source.'
BEND	Bend,Loop,Elbow,Mndr	BEND = A curve in the course of a stream and (or) the land within the curve; a curve in a linear body of water. ELBOW = A sudden turn in a channel, river, or shoreline OR a curve in the course of a stream. MEANDER = A curve in the course of a river which continually swings from side to side in wide loops, as it progresses across flat country or; a curve in the course of a stream, which because of the flat terrain, continually swings in wide loops as it progresses. RIVER BEND = A curved segment of a river or; a curve in the course of a stream.
BGHT	Bight	BIGHT = An indentation in the sea coast similar to a bay, but either larger or with a greater curvature or; a crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle.
BLHL	Blowhole	BLOWHOLE = A hole near the sea-shore which has been formed in the roof of a cave, and through which air and possibly water are forced by the rising tide or; a vent in a cliff connecting with a cave below through which spray is forced.
BORE	Bore	ARTESIAN BORE = A type of bore in which the water is forced to the surface by hydrostatic pressure or; a hole bored vertically into strata, producing a constant supply of water at the surface without pumping. BORE = A deep vertical hole of a small diameter made to obtain water; or to ascertain the nature of the underlying strata.
BRKY	Breakaway	Steep cliffs connecting the old and new plateaux formed by the collapse of the

		edges of a tabletop, mesa or similar.
BRKW	Breakwater	BREAKWATER - A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion or sheltering vessels from rough seas or; a barrier built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour. GROYNE = A low artificial wall-like structure constructed of timber, stone, concrete or steel, usually extending roughly perpendicular to the shoreline and designed to protect the shore from erosion or to trap sand or; a low wall or other barrier built out from a beach to prevent erosion or drifting of sand. MOLE = A massive structure of masonry or large rocks, built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour. TRAINING WALL = A barrier built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.
BRDG	Bridge	BRIDGE = A structure that spans and provides a passage over a road, railway, river or some other obstacle or; a natural bridge, a bridge or arch of natural rock. CULVERT = A waterway, usually in the form of an arch or barrel of masonry, brickwork or concrete, beneath a road or channel or; a tunnel-drain for water crossing underneath a road, canal or similar feature. CUTTING = An open excavation through high ground to enable road, rail or canal to pass with minimal gradient. FERRY = A vessel for transporting passengers and or vehicles across a body of water. RAILWAY CUTTING = An excavation in a piece of high land for a railway.
CP	Camp	CAMP = A group of tents or other temporary shelters in one place or; a place where tourists and holidaymakers can stay, in tents, cabins or vans. CAMPSITE = An area where a camp has been established or where it would be suitable to establish one; and area, often provided with amenities, where it is permitted to set up a camp. CAMPING GROUND = An area where a camp has been established or where it would be suitable to establish one; and area, often provided with amenities, where it is permitted to set up a camp. PICNIC AREA = A recreation site providing such facilities for outdoor meals as tables, benches, fireplaces, and sanitation for daytime use only.
CNAL	Canal	AQUEDUCT = A conduit or artificial channel for conducting water from place to place. CANAL = A large artificial channel used by vessels as a route over land or; a large artificial watercourse used for irrigation purposes. WATERWAY = A river, channel or other water feature which can be used for communication or transport.
CAPE	Cape	CAPE = A piece of land projecting into a body of water or; an elevated protrusion of land into the sea. NESS = A promontory or headland or an elevated protrusion of land into the sea.
CWAY	Causeway	CAUSEWAY = A raised way across a low or wet ground or water or; a raised roadway of solid structure built across low or wet ground or across a stretch of water.
CAVE	Cave	CAVE = A hollowed-out chamber in the earth, or in the side of a cliff or hill; especially a larger natural cavity in the earth with an opening to the surface or; a hollowed-out natural cavity in the earth with an opening to the surface. CAVERN = A term generally regarded as synonymous with CAVE, though sometimes implying one of the large dimensions or; a very large natural hollow cavity in the earth with an opening to the surface.

		GROTTO = A large cave produced in a limestone region; the term is sometimes loosely applied to other types of cave or; a small picturesque cave.
CEM	Cemetery	CEMETERY = A place (usually an enclosed area of land) in which dead bodies are buried. The term cemetery implies that the land is specifically designated as a burying ground or; a large burial ground. GRAVEYARD = A small burial ground, especially one in a churchyard.
CHAN	Channel	CHANNEL = A deeper or sufficiently deep waterway, natural or dredged, through a river, harbour, passage, strait or; a navigable route through shoals, which affords the best and safest passage for vessels or boats or; a comparatively deep and narrow marine route affording a passage for vessels through shallower waters. CUTTING (Waterway) = A navigable route through shoals, which affords a safe passage for vessels or boats. GUT = A narrow passage such as a strait or inlet in a bank or shoal, sometimes forming a channel through it. GUTTER = A narrow passage such as a strait or inlet in a bank or shoal, sometimes forming a channel through it. LEAD = A narrow channel, especially through drift ice, or in rock or coral studded waters. PASSAGE = A narrow navigable channel, especially one through reefs or islands or; a comparatively deep and narrow route affording a passage for a vessel between two landmasses. RACE = A man made watercourse where the water velocity is significantly higher than in an earthen channel.
CLAY	Claypan	CLAY FLAT = A wide area of hardened impervious clay which retains water but resists the growth of vegetation. CLAYHOLE = A depression in the ground of hardened impervious clay which retains water. CLAYPAN = A shallow depression, generally circular in outline, varying in diameter from a few to several hundred metres. Floored with clay, bare of vegetation and holding water for a time after rain or; a depression in the ground of hardened impervious clay which retains water.
CLIF	Cliff	CLIFF = A perpendicular or steep face of rock of considerable height either inland or along the coast. BLUFF = A headland or cliff with a bold and almost perpendicular face or; a high steep bank or cliff, especially one with a broad face. BUTTRESS = A rugged, protruding rocky ridge or face on a mountainside or; a very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it. ESCARPMENT = The steep slope terminating into a plateau or any level or upland surface or; a continuous line of cliffs or steep slopes, formed by faulting or erosion. PRECIPICE = A vertical or steep face of rock, cliff, mountain, etc. (usually at least one hundred metres high) or; a cliff with a vertical, or nearly vertical, or overhanging face. ROCK FACE = A perpendicular or steep face of rock or; an area of exposed rock, generally in a vertical position on an elevated relief feature. SCARP = The steep slope terminating into a plateau or any level or upland surface. STEEPS = A steep place (as on a hill) or the very steep and deep sides of a mountain or high plateau. WALL = A perpendicular or steep face of rock considerable in height, either

		inland or along the coast.
COST	Coast,Shore,Shoreline	COAST = The part of the land adjoining or near the ocean or; applied to that part of an island or continent that borders and ocean or its saltwater tributaries COASTLINE = A line on a map indicating the disposition of a coast but the term is often used to refer to the coast itself. SHORE - The narrow strip of land in immediate contact with any body of water, including the area between high and low water lines. SHORELINE = Where the shore and water meet. Shoreline and coastline are generally used as synonymous or; the edge of a body of water.
COVE	Cove	ARM = An arm of the sea or a lake extending into the land or; a comparatively long, narrow and natural body of water extending from a sea or harbour into the neighbouring landscape or; a comparatively long, narrow and natural body of water extending from a lake into the neighbouring landscape. COVE = A sheltered recess in a coast; a small bay, a creek or inlet where boats may shelter or; an indention made by the sea in the coastline, smaller than a bay, but with sufficient curvature to provide shelter or; an indention made by the waters of a lake in its shoreline, smaller than a bay, but with sufficient curvature to provide shelter.
CRTR	Crater	The funnel-shaped hollow at the top of the cone of a volcano or; a cup-shaped depression in a hill or mountain, produced by volcanic eruption or; the hollow caused by the fall of a meteorite on to the earth's surface or; a bowl-shaped depression formed by the impact of a meteorite.
DAM	Dam	BARRAGE = A large structure across a river or estuary to constrain the limit of tidal influence, and thus the ingress of sea water or; a structure built to store water, generally for irrigation. CATCHMENT = A drainage basin or watershed, the region of land whose water drains past a specific point along a river or into a specified body of water. The determination of the catmint area is important in the field of water supply and hydrology or the geographical area draining into a river or reservoir or; a large depression from which the rainwater that falls on it, apart from that removed by evaporation, is drained into a river or stream, which then carries the water into the sea or a lake; its boundary is defined by the ridge (or watershed) beyond which water flows in the opposite direction. DAM = A large manmade structure of earth, masonry, etc. built across a stream to impound water for any purposes or; a wall or barrier constructed of earth, masonry etc., to impound water or; an earthen structure in generally undrained areas, built to contain water for stock purposes. LEVEE = A broad low rise of alluvium which is formed in time of flood on the side of a river or stream or; an embankment built to confine a river within its bed or; an embankment built to confine a stream to its bed. WEIR = A dam across a stream over which the water is allowed to flow, although it raises the water-level. It is also used to measure the flow and control the depth of the water impounded or; a barrier erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.
DEPR	Depression	ARTESIAN BASIN = A basin-shaped, permeable layer of rock such as chalk, this is sandwiched between two. BASIN = A depression or hollow in the earth's surface, wholly or partly surrounded by higher land, particularly one which is drained by a river and its tributaries or; the tract of country drained by a river and its tributaries, or which drains into a

		particular lake or sea. DEPRESSION = A hollow or relatively sunken are, on land or in the sea. DOLINE = A small to medium sized closed depression, a few metres to a few hundred metres in diameter and depth. Formed by slow, concentrated solutional removal of rock in an area, from the surface downwards, or by the collapse of overlying rock into a cave or chamber beneath. DONGA = A shallow circular depression in the surface of a limestone plain. WATERSHED = The elevated boundary line separating the headstreams which are tributary to different river systems or basins.
DSRT	Desert	An almost barren tract of land in which the precipitation is barely sufficient or adequate that it will only support limited vegetation and is subject to extreme temperatures.
DOCK	Dock	ANCHORAGE = An area in port set aside for vessels to anchor. BASIN = An artificial basin which ships are built or repaired, also termed dry dock or; an artificial basin in which ships are maneuvered prior to being received for loading and unloading or; an artificial hollow place containing water, in which ships are docked. DOCK = An artificially enclosed body of water in which ships may be built, loaded or repaired. DRY DOCK = An artificial basin fitted with a gate, into which vessels can be floated and water pumped out to facilitate repairs on the vessel. WET DOCK = A dock in which the water can be maintained at the set level by opening or closing a gate.
DRN	Drain	BORE DRAIN = A man made drain to remove excess water from a free flowing bore or; a drain carrying water from an artesian bore to wherever it may be needed for sheep, cattle, irrigation, etc. CHANNEL = An artificial watercourse used for drainage or irrigation purposes. DRAIN = An artificially constructed watercourse designed for the purpose of removing surplus water from the land surface or; a channel constructed so that water is drained or gradually carried away.
DUNE	Dune	DUNE[S] = A mound, ridge or hill of drifted sand either in a desert, or along a sea coast. Formed by the action of wind or; a mound, ridge or hill of drifted sand, formed by the action of the wind. SANDRIDGE = A ridge of sand deposits or a mound, ridge or hill of drifted sand, formed by the action of the wind.
ENTR	Entrance	The seaward end of a channel, harbour, dock, etc. or; a passageway into enclosed waters or; an opening or passage into a harbour or lake.
ESTY	Estuary	ESTUARY = The mouth of a river where tidal effects are evident and where salt and fresh water occurs or; the widening out of the lower portion of a tidal river. RIVER MOUTH = The exit or point of discharge of a river into the sea, a lake, or another river or; the area at which a river makes contact with the sea.
FARM	Farm	FARM = A tract of land devoted for agricultural or horticultural purposes. FARM (Specialised) = An agricultural research station. RESEARCH ESTABLISHMENT = Land and associated facilities, devoted for agricultural or horticultural research purposes OR an agricultural research station. SPECIAL PURPOSE FARM = A tract of land, designated for special agricultural or horticultural purposes. SEWERAGE FARM = A farm equipped with apparatus for the disposal of sewerage and its utilisation as manure. TREE FARM = A farm for the propagation of trees.

FENC	Fence	A manmade barrier of relatively light structure used as an enclosure or boundary or; a freestanding structure designed to restrict or prevent movement across a boundary. It is generally distinguished from a wall by the lightness of its construction: a wall is usually restricted to such barriers made from solid brick or concrete, blocking vision as well as passage (though the definitions overlap somewhat) or; a structure that serves to enclose an area usually a garden or a field.
FORD	Ford	CROSSING = The shallower part of a river or other body of water where it is crossed or; a shallow part of a stream, approached by a roadway, where it may be crossed. FORD = The shallow part of a river or other body of water which may be crossed by wading or by vehicle or; a shallow part of a stream, approached by a roadway, where it may be crossed. RIVER CROSSING = A shallow part of a river, approached by a roadway, where it may be crossed.
FRST	Forest	BRUSH = A dense growth of bushes. BRUSHWOOD = The small growing trees or shrubs of a wood; a thicket of small trees or underwood. BUSH = A large wilderness area or; a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs. COPSE = A small wood or group of trees. FOREST = A bounded area of land covered mainly with trees; an area of land proclaimed to be a forest reserve under a Forest Act or Ordinance or; uncultivated tree-covered land of considerable extent. GLADE = An open space or passage in a wood or forest, either natural or produced by the felling of trees. GROVE = A small shady wood; a cluster of trees set about a small open space or a small wood or group of trees. HEDGE = A fence formed by a row of closely planted shrubs or bushes. RAINFOREST = Tropical rain forest, a dense mixed forest characterised by a thick canopy of branches and leaves, generally in excess of 25m above ground level, and in a virgin state providing more than 85% ground cover, annual rainfall exceeds 1000mm and dense undergrowth are usually present or; dense evergreen forest found in tropical and temperate areas with heavy and constant rainfall. SCRUB = A tract of bushland, undergrowth, or stunted trees or; a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs. THICKET = A small wood or group of closely set trees, especially one with dense undergrowth or; a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs. WOOD[S] = A large and thick collection of growing trees, usually less extensive than a forest or; a tract of country, not large in extent, which is uncultivated and covered with trees.
GAP	Gap	A low point or opening between hills or mountains or in a ridge or mountain range or; a deep sloping ravine or cleft cutting a mountain ridge.
GRDN	Garden	GARDEN = A tract of land devoted to the growing of flowers, fruit, or vegetables or; an area of land used for the cultivation of ornamental plants, herbs, fruit, vegetables etc. NURSERY = A plot of ground in which young plants are reared for transplantation, especially trees, etc. for sale.

		VINEYARD = A plantation of grapevines. For producing grapes for wine-making, etc. or; agricultural holdings where grapes are grown on the vine.
GPL	Gas Pipeline	A tube of wood, metal, concrete, etc., especially for the conveyance of water, natural gas, petroleum, etc. or; a long pipe used to transport natural gas.
GOLF	Golf Course	'GOLF CLUB = A cub with grounds for members to play golf on, often combined with various social amenities. GOLF COURSE = An area of ground laid out for the playing of golf. GOLF DRIVING RANGE = An area (usually fenced) for the practice of driving (hitting) golf balls.'
GORG	Gorge,Ravine,Chasm	CANYON = A deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river or; a deep valley with steep sides, often with a stream flowing through it. Usually called a gorge in Australia. CHASM = A particularly narrow portion of a canyon, gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so. CIRQUE = A deep rounded hollow or amphitheatre on a mountain side formed by glacial action. GLEN = A narrow wooded valley with generally steep sides, usually having a river or stream at the bottom (term not in general use in Australia) or; a narrow wooded valley with steep sides, often with a stream feature flowing through it. GORGE = A valley which is more than usually deep and narrow, with steep walls. This term is preferred to canyon and glen in Australia or; a deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river.
GULF	Gulf	Part of the sea, extending into the land, usually larger than a bay or; an area of sea partly enclosed by land, taking the form of a long narrow stretch of water larger than a loop.
GLLY	Gully	A small valley or gorge eroded by running water, but through which water commonly runs only after rain.
HBR	Harbour	HARBOUR = A natural or artificially improved body of water providing protection for vessels, and generally anchorage and docking facilities or; a large, naturally enclosed and sheltered area of water where vessels can anchor or berth. HAVEN = A small enclosed and protected harbour or a small, naturally enclosed and sheltered area of water where vessels can anchor or berth. MARINA = A protected area provided with berthing and shore facilities (including toilets, water and rubbish disposal) particularly for yachts and other pleasure craft or; a docking facility for yachts and other pleasure boats.
HLPT	Helipad, Heliport	HELIPAD = A place for helicopter to land and take off, or a landing place for helicopters. HELIPORT = A place for helicopter to land and take off. An airport specifically designed for helicopters
HILL	Hill	BUTTE = A flat topped hill, similar to, but small than a mesa or an isolated hill with steep sides and a small flat top, formed by weathering or a small residual of a mesa, the level top being the upper surface of the hard stratum but little lowered by erosion; the slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres. CONE = A hill shaped such that it has a circular base and tapers to a point at the top. HILL = A small portion of the earth's surface elevated above its surroundings. in general, an eminence is not considered a mountain unless its elevation from foot to summit is over 300m, but this distinction is arbitrary or a conspicuous natural elevation of the earth's surface, rising to a peak less than 300m above its surrounding terrain. HILLOCK = A small hill or mound.

		KATTA = An Aboriginal term for a hill in South Western Australia. KNOB = A prominent rounded or hill. KNOLL = A small hill or eminence of more or less rounded form, and its altitude should not exceed 30m above the surrounding country or a rounded hill, smaller than a knob, rising to less than 30m above the surrounding terrain. KOPJE = An isolated hill, often formed by the denudation of the land around it; a South African term for a small isolated hill, presenting as a residual rock mass after desert denudation. MESA = A flat table-like upland, which falls away steeply on all sides as escarpments; it is larger in area than a butte but smaller than a plateau. PYRAMID = A high mountain peak formed by three or more adjacent steep-sided glacial basins. SANDHILL = A hill of sand deposits with a minimum height of less than one meter and a maximum height of about 50 meters. Found in hot deserts and along sandy coastlines or a mound, ridge or hill of drifted sand, formed by the action of the wind. SUGARLOAF = A hill or mountain, conical or cone shape, thus resembling a sugarloaf, i.e. a solid cone of refined sugar, the form in which it was previously distributed or a hill shaped such that it has a circular base and tapers to a point at the top. TOWER = Anything tall and thin approximating the shape of a column or tower or a prominent hill which is perceived as approximately cylindrical in its elevation.
HLS	Hills	DIVIDE = A ridge of land between two drainage basins or; the topographic ridge that separates drainage basins or; a line of hills or mountains which acts as a watershed. HILLS = A range of hill on the earth's surface elevated above its surroundings or; a range of naturally elevated landforms, with a general elevation of less than 300m above their surrounds. SANDHILLS = A ridge of sand deposits with a minimum height of less than one meter and a maximum height of about 50 meters. Found in hot deserts and along sandy coastlines or; a mound, ridge or hill of drifted sand, formed by the action of the wind.
SLP	Hillside (Slope)	GRADIENT = Commonly used to describe the measure of a slope (also called steepness, fall or incline) of a straight line or a significant inclination of the surface of the ground on the side or end of an elevated relief feature. HILLSIDE = The slope or declivity of a hill. An inclination, slope or gradual descent of the surface of the ground; an inclination downwards or the side or slope of a hill. JUMPUP = A point on a cliff face where a road or track rises abruptly from one level to another or; a sudden steep rise or escarpment, especially presenting as an elevated, step-like obstacle on an ascending road or track. SCREE = Scree or detritic cone is a term given to broken rock that appears at the bottom of crags, mountain cliffs or valley shoulders. The maximum inclination of such deposits corresponds to the friction angle of the mean debris size or; a sloping mass of loose rocks at the base of a cliff or; a slope or base of a cliff consisting of broken rock fragments. SLOPE = A gradient on the side or end of an elevated relief feature or; a significant inclination of the surface of the ground on the side or end of an elevated relief feature. TERRACE2 = A nearby level strip of land extending along the edge of a sea, river or lake, or on the sides of a hill or valley. It is bounded above and below by rather abrupt slopes or; a series of level narrow strips of land, or one such strip, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.
HMSD	Homestead	HOMESTEAD = A main residence on a horticultural or agricultural farm or a house with outbuildings, on a farm or station.

		OUTCAMP = An area of land on which a small community of Aboriginal people lives away from larger settlements. OUTSTATION = An area of land on which a small community of Aboriginal people lives away from larger settlements. RUN = A term for a property on which livestock are husbanded.
INLT	Inlet	A basin at the lower reaches of a river, connected to the sea by a narrow opening and subject to tidal movements or; a narrow opening by which the water penetrates into the land or; a narrow stretch of water reaching inland from a sea or; a narrow stretch of water reaching inland from a lake or other body of water. LOOP = A long narrow stretch of water protruding into the land, often rounded or loop shaped at its extremity or; an incursion into the coastline, smaller than a gulf, and taking the form of a long narrow stretch of water, rounded or loop-shaped at its extremity.
INTL	Intermittent Lake	INTERMITTENT LAKE = A water body which shrinks and may become dry for long periods until replenished by rainfall. SALT PAN = A small non-vegetated hollow, formerly containing water, in which a deposit of salt is left behind owing to evaporation of the water.
IS	Island	ATOLL = A coral island consisting of a ring or horseshoe shaped reef, nearly or entirely surrounding a central lagoon. CAY = A low flat island of sand, mud, coral, etc., awash or drying at low tide or; a small sand or coral-fragment island with scant vegetation, formed by transient wind and sea action. CLUMPS = Mangrove islands. A cluster of small islands or a group of small islands, clustered closely together. CORAL ISLAND = An island principally or entirely formed of coral. EYOT = A small island in a river. ISLAND = A piece of land surrounded by water, in an ocean, sea, lake or river or; an area of land completely surrounded by the sea, and not large enough to be called a continent or; an area of land completely surrounded by the waters of a lake or other inland body of water. ISLE = A small island or an area of land completely surrounded by the sea, and not large enough to be called a continent or; an area of land completely surrounded by the waters of a lake or other inland body of water. ISLET = A small island, diminutive of isle or; an area of land surrounded by the sea, smaller than an island but larger than a cay or; a small island in a lake or other inland body of water.
ISGP	Island Group	A group or cluster of islands or; a group or chain of islands in the sea.
ISTH	Isthmus	ISTHMUS = A narrow strip of land bordered on both sides by water that connects two larger bodies of land. NECK = A narrow piece of land with water on each side or; a narrow strip of land bordered on both sides by water that connects two larger bodies of land.
LAGN	Lagoon	LAGOON = A relatively small enclosed area of water separated from the open sea by some more or less effective, but not complete, obstacle such as low sandbanks. An enclosed area of salt or brackish water separated from the open sea by some more or less effective, but not complete, obstacle such as low sand bank. The name most commonly used for the area of water enclosed by a barrier reef or atoll OR a small fresh or saltwater lake. LAKE = A relatively large enclosed area of water separated from the open sea by some more or less effective, but not complete, obstacle such as low

		sandbanks.
LAKE	Lake	LAKE = A body of fresh or salt water, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water or; an area of fresh water surrounded by land. LOCH = A lake or arm of the sea or; an area of fresh water surrounded by land. LOUGH = An Irish term for lake or arm of the sea or; an area of fresh water surrounded by land. MOUNTAIN LAKE[S] = A lake formed in the crater of an extinct volcano. TARN = A small mountain lake.
LNDG	Landing (Hydro)	LANDING = A place where boats receive or discharge passengers, freight, etc. LANDING PLACE = A place where boats receive or discharge passengers, freight, etc.
LDGE	Ledge	A projecting ridge on a mountain or submerged under water or a narrow shelf-LIKE projection on a cliff, the side of a hill or a mountain.
LH	Lighthouse	A distinctive structure on or off the coast, exhibiting a major light designed to serve as an aid to navigation or; a large coastal tower exhibiting a major light source serving as an aid to navigation.
LKOT	Lookout	A man made structure which is used as an observation or viewing point or; a level area on a hill or mountain which affords a view of the surrounding terrain or; a place on a high vantage point, especially a mountain, from which one can admire the view.
MET	Meteorological Stn.	A facility with instruments and equipment to make weather observations by monitoring atmospheric conditions to study the weather.
MINE	Mine	ADIT = A type of entrance to an underground mining operation in which the entrance shaft is horizontal or nearly horizontal. They are usually built into the side of a hill or mountain. The use of adits is generally called drift mining or a horizontal tunnel into a mine or other underground workings which is used for entry, drainage, transport etc. CLAY PIT = An open mine for the extraction of clay which is generally used for manufacturing pottery or bricks or; a small but relatively deep depression in the ground of hardened impervious clay which retains water. COALFIELD[S] = An area where coal is or was removed from the earth or an area with subterranean supplies of coal, where coal mines are established. GASFIELD = An area in which natural gas occurs in quantities worthy of exploration or an area where natural gas occurs and is extracted. GOLDFIELD[S] = An area where gold is or was removed from the earth or; a region in which gold deposits have been found and where mines have been established. MINE = An excavation in the earth from which ores and minerals are extracted or; a place or area from which ores, precious stones or minerals are or were extracted from the earth or any place in, on or under which mining operations are carried on for the purpose of removing commercial minerals. OILFIELD = An area of land or sea where oil is found and extracted or a region rich IN petroleum deposits, especially one with producing oil wells. OPALFIELD = An area where opals are mined. PIT = A hole made by digging for minerals or other industrial purposes. QUARRY = A place where stone or rock is extracted or; an open surface excavation or pit for the extraction of building stone, slate, marble etc. SAND PIT = An excavation in the ground for the extraction of sand for industrial purposes or;

		a large pit in sandy ground from which sand is dug. SHAFT = A vertical hole serving as access to a mine or other underground workings which is used for entry, transport, etc. or a vertical hole serving as access to a mine or other underground workings. SLATE QUARRY = An open surface excavation or pit for the extraction of slate.
MC	Mining Centre	A facility built to support a mine or other area from which ores, precious stones or minerals are or were extracted from the earth.
MSSN	Mission	A body of persons sent into a region for the betterment of the inhabitants or; a remote locality situated where a missionary practice is, or was founded or; an establishment administered by a religious community for the spiritual and social welfare of others.
MONU	Monument	CAIRN = A pyramidal heap of stones to mark a summit, track boundary, historical event, or a memorial to a person. COLUMN = A pillar or solid body of wood or stone of considerably greater length than thickness. Used as a solitary monument. or; an upright structure shaped like a long cylinder, constructed as a memorial. CROSS = A monument in the shape of a cross. MARKER = A small structure marking the site of a historical event. MONUMENT = Anything by which the memory of persons or things are preserved; anything that serves as a memorial to a person, event or of past times or; an obelisk, statue or building erected to commemorate a person or event. OBELISK = A stone pillar having a rectangular cross section tapering towards a pyramidal top or; a tall, thin, four-sided, tapering monument which ends in a pyramidal top or; a tall tapering four-sided shaft of stone, erected to commemorate a person or an event. SHRINE = A place of worship hallowed by association with some sacred thing, person, an object or place, with or without buildings, memorialising a person, deity or event or; a place or site venerated for its association with a famous person or event.
MT	Mountain (300m+)	A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. in general, the height of a mountain is 300m or more from foot to summit, but this distinction is arbitrary or a natural elevation of the earth's surface rising more or less abruptly at least 300m from the surrounding level.
OPN	Ocean Place Name	A place situated on or within the ocean.
OIL	Oil Well	A well that yields or has yielded oil or any perforation through the Earth's surface designed to find and release both petroleum oil and gas hydrocarbons.
OS	Outstation	OUTCAMP = A camp in a remote or sparsely populated location OUTSTATION = A station in a remote or sparsely populated location.
PARK	Park	CARAVAN PARK = A bounded area in which caravans are, or can be, parked, or where caravan type accommodation can be obtained. Domestic facilities may be provided. OVAL = A flat area, oval shaped, on which sporting activities can take place OR a level area of ground usually enclosed in a circular or ellipsoid shape and designated for sporting activities. PARK = An area of land, usually within a town, often with recreational and other facilities, which is set aside for public use OR an area of land, either in its natural state or improved, set aside for recreational use by the public. PICNIC AREA = A tract of land reserved for day picnic purposes, with constructed fire-places and other facilities OR a tract of ground maintained with amenities suitable for people to bring food for outdoor eating. SPORTS FIELD = A reserve used for sporting fixtures. SPORTSGROUND = A reserve used for sporting fixtures.
PASS	Pass	COL = A depression in a range of mountains or hills, usually providing a pass

		through the range or; a low point on a ridge between two higher-standing parts of a mountain range. OPENING = A narrow route across a relatively low notch or depression in a mountain barrier. PASS = A break or gap in a mountain range permitting easier passage from one side to the other, also called a col. PASSAGE = A narrow route across a relatively low notch or depression in a mountain barrier. SADDLE = A depressed part of a ridge between two summits or; a low point on a ridge between two higher-standing parts of a mountain range.
PSTL	Pastoral Lease	A particular type of leasehold that allows Crown Land to be used for grazing of stock.
PEAK	Peak	HILLTOP = The top or summit of a hill. MOUNTAIN PEAK = The top or obvious summit of a mountain. PEAK = The top or obvious culmination of a mountain or; The separately named summit on a hill or mountain range or; a prominent point in a plateau or a range of hills or; a mountain with a pointed summit. POINT = A bluff or natural overlook or; the top or obvious summit of a mountain. SUMMIT = A point higher than all the ground immediately surrounding it or; the top or obvious culmination of a mountain.
PEN	Peninsula	PENINSULA = A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck or isthmus or; a land feature which projects into the sea, and which is connected to the mainland by a narrow isthmus. PRONG = A pointed elongated arm of land protruding into the sea.
PIER	Pier,Wharf,Jetty	JETTY = A structure of stone, or timber projecting into water and serving as a pier or wharf. PIER = A long narrow structure extending into the water to afford a berthing place for vessels; to serve as a pleasure promenade or; a structure built out in to the water to serve as a landing place for ships. QUAY = A wharf approximately parallel to the shoreline and accommodating ships on one side only, the other side being to the shore. It is usually of solid construction or; an artificial landing place, built of masonry etc., for vessels to receive or discharge passengers or freight. RAMP = An inclined surface connecting two levels or; a slope, usually paved, set aside for the launching of small water craft.
PLNA	Place Name	JUNCTION = A place where rivers, roads or railways meet. NEIGHBOURHOOD = A surrounding or nearby region. A small local district in an urban or suburban area. PLACE NAME = A place at which there is or was relatively minor human occupation or activity. POCKET = A small isolated group of people or a small local district in an urban or suburban area. ROAD BEND = A curved segment of a road or an unbounded locality centred on a bend in a road. ROAD CORNER = Intersection of two roads or an unbounded locality centred on a place where two roads meet. RURAL PLACE = A rural area of significance or a place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use. URBAN PLACE = An urban area of significance or a place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.

PLN	Plain	BOTTOM = Low-lying alluvial land adjacent to a river. CLEARING = A piece of land cleared for cultivation, especially the primeval forest or; an area of ground within a forest area, where a degree of cultivation has resulted in less than 15% of the ground being covered by trees or scrub. DOWNS = Open rolling grassland, usually in the high country with fairly smooth slopes. FLAT[S] = A relatively level piece of ground, smaller in extent than a plain, within an area of greater relief. GRASSLAND = A generally open and continuous, fairly flat area of grass. Often located between temperate forests at high latitudes and deserts at subtropical latitudes or; land where grass or grass-like vegetation grows and is the dominant form of plant life or; an area in which the natural vegetation consists primarily of perennial grasses. PLAIN = A tract of land, the general surface of which is a comparatively flat or slightly undulating, and sparsely if at all timbered or; RIVER FLAT = A relatively LEVEL tract OF country WITHOUT hills AND smaller THAN a plain, caused BY THE laying down OF sediment BY a river. TIDAL FLAT = A large area OF nearly LEVEL land, usually OF mud, covered AT high water AND attached TO THE shore. UNCULTIVATED LAND = Land NOT cultivated OR tilled FOR pasture.
PLAN	Plantation	ARBORETUM = A plot of land where different trees or shrubs are grown for study or popular interest or; a botanical garden facility where trees and shrubs are cultivated for exhibition. PLANTATION = A large quantity of trees that have been planted; a growing wood or; an estate where cash crops are grown on a large scale, especially in tropical areas or; a plot in which trees are planted and cultivated, usually for commercial purposes.
PL	Plateau	PLATEAU = An elevated tract of comparatively flat or level land or; an elevated tract of comparatively flat land with an extent of at least 2500 hectares. TABLELAND[S] = A plateau bounded by steep cliff-like faces which lead abruptly down to the sea or adjoining lowlands. An elevated tract of comparatively flat land with an extent of at least 2500 hectares.
PT	Point	BILL = A beak-like coast promontory or a small narrow beak-like projection of land into the sea. HEAD = A cape or promontory jutting seawards from a coastline, usually with a significant sea-cliff or; a comparatively high protrusion of land into the sea, with a steep face or; a comparatively high protrusion of land into a lake or other inland body of water, with a steep face. HEADLAND = A high projecting cliff face at the end of a range of hills or an escarpment. Note: an un-named head is usually described as a head-land although headland is occasionally used as a generic form or; a comparatively high protrusion of land into the sea, with a steep face or; a comparatively high protrusion of land into a lake or other inland body of water, with a steep face. POINT = The extreme end of a cape; or the outer end of any land protruding into the water, usually less prominent than a cape or; a small protrusion of land into the sea or; a small protrusion of land into a lake or other inland body of water. POINT [STREAM] = A promontory extending out into a large body of water. PROMONTORY = A rocky coastal headland projecting significantly into the sea or;

		an elevated protrusion of land into the sea or; an elevated protrusion of land into a lake or other inland body of water.
POOL	Pool	A small body of still or standing water, permanent or temporary, often in the bed of an intermittent river or stream, and sometimes spring fed, chiefly one of natural formation, or; a large partly enclosed arm of a sea or lake or; a small body of still water in a natural hollow.
PORT	Port	A place provided with terminal and transfer facilities for loading and discharging cargo or passengers, usually located in a harbour or; a major commercial and industrial area alongside navigable water with facilities for the loading and unloading of ships.
RTRK	Racetrack	AUTO TRACK = A circuit or course used for motor racing. RACECOURSE = A piece of ground on which horseraces are held for public entertainment; any place where horse races are held or; a place with a track which has been licensed by government for the holding of horse races. RACETRACK = A track on which races, especially motor races, are held, a racecourse or a circuit or course used for motor racing. SPEEDWAY = A racetrack for racing automobiles or motorcycles or a track, usually oval in shape, on which car and motorcycle races are held. VELODROME = An arena with a suitably banked track for cycle races or an arena with a banked track, usually oval in shape, constructed for cycle races.
RLY	Railway	LOOP = A railway branch line which leaves the main line and re-joins it after a short distance. RAIL LOOP = A stretch of rail track that provides a place for a train to halt temporarily while other trains pass on an adjacent main line. This configuration allows the sequence of trains along a track to change or; a short branch off a railway track often connected at both ends to the main track, where trains can pass on a single line stretch of railway. RAILROAD = A track consisting of two parallel steel (or in older networks, iron) rail tracks or; line that is the commercial organisation responsible for operating a system of transportation for trains that pull passengers or freight. RAILWAY = A track or set of tracks of iron or steel rails used for the passage of trains or; a permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains. RAILWAY LINE = The road consisting of railroad track and roadbed or a permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains. TRAMWAY = Usually a system of grooved tracks laid in urban streets. Forming routes for the conveyance of passengers in trams.
RSTA	Railway Station	RAILWAY SIDING or SIDING = A short branch off a railway track, often connected at both ends to the mainline track, and used for shunting or for loading, unloading and storing goods trucks or; a short branch off a railway track often connected at both ends to the main track, where trains can pass on a single line stretch of railway. RAILWAY STATION = A place where trains stop for passengers and/or freight or; a structure beside a railway line with facilities for receiving and discharging passengers and freight. STATION = A facility at which passengers may board and alight from trains and/or goods may be loaded or unloaded or; a structure beside a railway line with facilities for receiving and discharging passengers and freight.
RNGE	Range	HEIGHTS = The vertical dimension of extension, distance from the base of a landform to the top or the highest part of a range, especially the peaks of a set of hills or mountains. MASSIF = A block of the earth's crust bounded by faults and shifted to form peaks of a mountain range or a massif is a section of the earth's crust that is

		demarcated by faults or flexures. MOUNTAIN RANGE = A group of mountains bordered by lowlands or separated from other mountain ranges by passes or rivers. MOUNTAINS = A series of land masses that project well above its surroundings or a series or line of mountains with or without obvious peaks, in which the crests are relatively narrow, At least 16km in length. RANGE = A series or line of mountain or hill ridges with or without obvious peaks, in which the crests are relatively narrow, and are at least 16km in length. TOPS = The top point of a mountain or hill or the highest part of a range especially the peaks of a set of hills or mountains.
RAV	Ravine	A small narrow steep sided valley, larger than a gully and smaller than a canyon or; a deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river.
RCH	Reach	A straight section of a river, especially a navigable river between two bends or; a comparatively straight part of a river or channel between two bends. Can also be referred to as an ARM. A narrow portion of the sea or a lake projecting from the mainland.
REEF	Reef	CORAL REEF = A reef, often of large extent, composed chiefly of coral and its derivatives. REEF = A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water. May include man-made reefs.
RESV	Reserve	COMMON = A tract of land which belongs to the local community as a whole, and is open to common use, particularly for recreation. CONSERVATION PARK = An area set aside for the conservation of fauna and flora, usually with restricted access. CONSERVATION RESERVE = A tract of public land set apart for a specific purpose. FLORA RESERVE = Crown land set aside for the protection of flora, with access controlled by state or federal authorities. RESERVE = A tract of public land set apart for recreation, as a public reserve, or for a specific purpose, i.e., Nature Reserve, Game Reserve, showgrounds, etc. OR an area proclaimed to be a public park by government legislation. SHOWGROUND[S] = A tract of land with pavilion(s) an arena(s) for the exhibition and display of livestock and produce OR a reserve used for fairs, field days, and local shows.
RES	Reservoir	ARTIFICIAL LAKE = The waters impounded by usually the constructions of a reservoir or; a lake constructed for the containment of water. DAM = A body of water, impounded by a constructed wall or barrier, and stored for domestic or other uses. POND2 = A small body of still water; may be of natural or artificial formation or; a relatively small body of water retained by a barrier, usually for drinking or irrigation purposes. PONDAGE = The holding back of water for later release for power development above the dam of a hydroelectric plant to, equalize daily or weekly fluctuations of stream flow or to permit irregular hourly use of water by the wheels to care for fluctuations in the load demand or; in general the holding back of water for later releases or; the storage capacity available for the use of such water or; water in excess of normal levels temporarily trapped by an embankment. PUBLIC WATERING PLACE = An artificial waterhole for the watering of stock. RESERVOIR = An artificial lake for the storage, regulation and control of water for domestic or other use or; an artificial lake or structure storing water for domestic or other uses. RETARDING BASIN = An artificially maintained flood-control area into which

		floodwaters are deflected by means of a dam placed across a river channel.
RDGE	Ridge	FAULT = A crack in the earth's crust resulting from the displacement or one side with respect to the other of; a fracture in the earth's crust along which movement has taken place and where the rock strata one the two sides do not match. NECK = A narrow elongated projecting strip or land or; a long and narrow stretch of elevated ground, generally with a length of less than 16km. RIDGE = A long and narrow stretch of elevated ground either isolated or located in a range or a long and narrow stretch of elevated ground, generally with a length of less than 16km.
FRNG	Rifle/Rocket Range	BOMBING RANGE = A tract of land on which the military conducts bombing practice. RIFLE RANGE = A tract of land on which rifle shooting contests are held or; an area designated for target practice with rifles. ROCKET RANGE = An area of land designated for the launching of rockets.
RH	Rockhole	GNAMMA HOLE = Small holes of varying shape, diameter and depth, found in hard granite outcrops and in the decomposed granite of a breakaway, usually holding water or; a natural hole in a rock in which rainwater collects. ROCKHOLE = A hole excavated in solid rock by water action. SINK = A pit like hole in found in areas of karst. These features are caused by the weathering of limestone or dolomite by subsurface drainage or; a saucer shaped depression in the earth's surface, usually found in limestone regions, Through which water may enter the ground and pass along an underground course.
OFRK	Rocks (Offshore)	ROCK = An isolated rocky formation or a single large stone, usually one constitution a danger to navigation; can be submerged or partially submerged or; an isolated rocky formation submerged or partly submerged in the sea, which constitutes a danger to navigation or; a large rocky formation surrounded by the waters of an inland body of water. ROCKS = A large and isolated formation of rocky outcrops submerged or partly submerged in the sea, which constitutes a danger to navigation or; a large formation consisting of rocky outcrops surrounded by the waters of an inland body of water.
MTRK	Rocks (On Land)	BOULDER[S] = A large water-worn or weather-worn stone(s) or; a large detached rock, rounded OR worn. COLUMN = A large detached rock, taller than it is wide and roughly cylindrical in shape or; a large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect. CRAG = A rough, steep rock or point of rock or; a prominent rocky outcrop on an elevated relief feature. MONOLITH[S] = A single great stone, often in the form of a column or obelisk or; a geological or technological feature such as a mountain, consisting of a single massive stone or rock. Erosion usually exposes these formations, which are most often made OF very hard AND solid metamorphic rock or an extremely large isolated rock. NEEDLE = A tall perpendicular sharp-pointed rock. PILLAR = A large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect. PINNACLE = An isolated, tall, perpendicular sharp-pointed rock or; a sharp pointed rock, rising more or less vertically or a tall perpendicular sharp-pointed rock. ROCK COLUMN = any tall and relatively thin landform that has an approximate

		shape of a column or tower or; a large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect. ROCK FORMATION = An isolated group of large rocky outcrops, rising sharply from level terrain or; a group or formation of rocks, boulders or a prominent outcrop consisting of several rocky crags on an elevated relief feature. ROCK = A prominent or isolated outcrop of stone on land or a group of prominent or isolated outcrop of stones on land or; an isolated rocky outcrop rising sharply from level terrain or; a prominent rocky outcrop ON an elevated relief feature or; an isolated group of large rocky outcrops, rising sharply from level terrain or; a prominent outcrop consisting of several rocky crags on an elevated relief feature. SPIRE = A large rock which is part of an elevated relief feature but which is prominent for its tall tapering aspect, resembling an inverted cone or a pyramid. TOR = An isolated mass of rock, usually granite, which has been subject to considerable weathering, and often assumes peculiar shapes or; an isolated high rock, commonly one eroded by wind into unusual shapes.
RUIN	Ruin	The remains of a fallen building, town etc., or of anything in a state of destruction or decay or; a fallen and derelict building.
SM	Sawmill	A mill for dressing logs and lumber or; an establishment in which timber is sawn into planks or boards by machinery.
SCHL	School	COLLEGE = An institution for higher education; a large and important secondary school or; an establishment for learning at post-secondary level, usually for vocational or technical education. COMBINED PRIMARY AND SECONDARY = A facility used for full-time primary and secondary instruction of children, typically aged 6 to 17. HIGH SCHOOL = A facility used for the full time tuition of children usually aged from 12 to 17 years. INSTITUTE = An association organized to promote art or science or education or a building in which work of a literary, scientific or educational character is carried out. KINDERGARTEN = A facility used for the tuition of young children (usually under the age of 5) prior to preschool. PRESCHOOL = A facility used for the tuition of young children prior to school age, usually children age of five. SCHOOL = A place or establishment where instruction is given, especially one for children or; an establishment for primary or secondary education created by the Education Act. SECONDARY SCHOOL = A facility used for full-time secondary institution of children, typically aged 12 to 17. SPECIAL SCHOOL = A facility used for the education of children with special needs. TAFE = A facility used for providing education or instruction in technical, business or trade subjects at a post-secondary level. UNIVERISTY = An educational institution for both instruction and examination in the higher branches of knowledge with the power to confer diploma, undergraduate or postgraduate qualifications or; a tertiary educational institution with the power to award postgraduate research degrees.
SEA	Sea	OCEAN = The vast body of water on the surface of the globe, which surrounds the land or; one of the five major geographical divisions of the salt waters that cover the majority of the earth's surface.

		SEA = One of the smaller divisions of the oceans, especially if partly enclosed by land or; one of the smaller divisions of the salt waters that cover the majority of the earth's surface, in particular one which forms part of one of the five oceans and which is partly enclosed by land.
SHOL	Shoal	PATCH[ES] = An alternative to a shoal when referred to a detached area constituting a danger, frequently used in the plural or; at shoal which constitutes a danger to vessels. SHALLOWS = An indefinite term applied to expanses of shoal or shallow water or an area of shallow water. SHOAL = A ridge of sand or of rocks just below the surface of the sea or; an area of shallow water.
SOAK	Soak	NATIVE WELL = A natural spring or a small pool fed from a spring or soak and sometimes improved by Aborigines; a type of waterhole or a natural receptacle for water, fed from a spring or soak, and possibly improved by Aborigines. SOAK = A damp or swampy spot around the base of granite rocks or in otherwise dry watercourses or; a hollow, often in sandy soil and around the base of granite rocks, where water collects, on or below the surface of the ground. SOAKAGE = Legal term for water that oozes, seeps or filters through the soil without a definite channel in a course that is unknown or not discoverable or; a hollow, often in sandy soil and around the base of granite rocks, where water collects, on or below the surface of the ground.
SND	Sound	A relatively long arm of the sea. Forming a channel between an island and the mainland, or connecting two larger bodies of water, as a sea and the ocean, or two parts of the same body, but usually wider and more extensive than a strait or; a relatively long arm of a sea or ocean forming a channel between an island and the mainland or connecting two larger bodies, as, a sea and the ocean, or two parts of the same body; usually wider and more extensive than a strait.
SPIT	Spit	SANDSPIT1 = A deposition land form found off coasts. They are a type of bar or beach that develops where a re-entrant occurs, such as a cove, bay, ria or river mouth and they are formed by the movement of sediment (typically sand) along a shore by a process known as longshore drift OR a small bank of low land projecting into the sea from the shore. SANDSPIT2 = A small bank of low land projecting into a lake or other inland body of water from the shore. SPIT1 = A small point of land or narrow shoal projecting into a body of water from the shore OR a small bank of low land projecting into the sea from the shore. SPIT2 = A small bank of low land projecting into a lake or other inland body of water from the shore.
SPRG	Spring	HOT SPRING[S] = A stream of hot water issuing from the ground OR a naturally heated mineral spring. MINERAL SPRING = A spring which contains a noticeable quantity of mineral matter in solution OR a spring of water which has in it a high proportion of naturally occurring mineral salts. POOL SPRING = A pool which is naturally replenished by a flow of water from a subterranean spring. SPRING = A place at which a flow of water issues naturally from the ground, either continuously or intermittently.
SPUR	Spur	SPUR2 = A minor linear projection off a range, ridge, mountain, hill, tableland or plateau being not more than 2kms in length and decreasing in altitude from the parent feature OR a minor linear projection off an elevated relief feature, less than 2km in length and decreasing in altitude from the parent feature.
STOK	Stock Route	STOCK ROUTE = A route designated for droving stock, with the intent of avoiding vehicular traffic.
STR	Strait	CHANNEL2 = A navigable stretch of water between two landmasses, wider than a strait. STRAIT = A narrow passage connecting two larger bodies of water OR a comparatively deep and narrow route affording a passage for a vessel between two landmasses.

SFSP	Surfing Spot	SURF BREAK = Refers to waves of the sea as they break in shallow water or upon the shore. A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing. SURFING SPOT = A place where the sport of surfing occurs. A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.
SWMP	Swamp,Marsh,Morass	COWAL = A small swampy hollow in red-soil country. MARSH = A tract of low lying land, flooded at times and generally swampy. In Australia, often the same as swamp OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. MORASS = A bog or marsh OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. SALTMARSH = A marsh which at times is flooded by the sea, or an inland marsh in an arid region in which the water contains a high proportion of salt OR a marsh which is sometimes flooded by the sea or which for some other reason has water with a high saline content. SWAMP = A tract of low-lying land which is permanently saturated with moisture, and is usually overgrown with vegetation OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. WETLAND[S] = An area inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support vegetation typical of swamps, marshes, bogs, etc.
TANK	Tank	TANK = A large receptacle or structure for holding water or other liquids, or gas OR an artificial waterhole forming a reservoir for rainwater and adjacent run-off, made by building walls of earth either excavated or conveyed to the site.
TO	Telegraph Office	TELEGRAPH OFFICE = A building which was purpose built FOR THE sending AND receiving OF telegraph transmissions.
TOWR	Tower	RADIO TOWER: An antenna for the transmission of sound by radio waves to a widely dispersed audience through radio receivers. Or A transmission tower for radio broadcasts. TELEVISION TOWER: An antenna for the transmission of sound and images by radio waves to a widely dispersed audience through television receivers. For example, MAWSON TELEVISION TOWER. Or A transmission tower for television broadcasts. TOWER: A structure taller than its diameter; can stand alone or be attached to a larger building. Or A high metal tower which carries conductors for the transmission of media broadcasts. TRANSMISSION TOWER: Tall structures designed to support antennas for telecommunications and broadcasting, including television. Or A high metal tower which carries conductors for the transmission of media broadcasts.
TRK	Track, Trail	BRIDLE PATH = A path fit for the passage of horses, but not motor vehicles. TRACK = A way made or beaten by the feet of men or animals; a formed and/or marked walking way OR an un-surfaced way, especially through rough country, for walking, riding or driving. TRAIL = A track or path for passage by foot or horse from one point to another; does not include roads or highways OR an un-surfaced way, especially through rough country, for walking, riding or driving.
TREE	Tree	TREE = A prominent lone or marked tree OR a large arboreal specimen, either living or preserved, identified as a cultural object, usually commemorating a historic event associated with it.
DEEP	Trough (Hydro)	TRENCH = A deep ocean trench or valley with steep sides, formed by depresses, usually to several kilometres in depth. TROUGH = A narrow, generally more shallow than a trench, depression with in the land surface or ocean bed.
TUNN	Tunnel	TUNNEL = An artificial subterranean passage through a hill, etc. or under a road or river, etc. especially for railway or road OR an enclosed subterranean excavation through high ground or under a body of water to enable road or rail

		traffic to pass the obstruction.
VAL	Valley	AMPHITHEATRE = A basin-shaped hollow, particularly one having steep sides. DALE = A wide open valley OR a small open river valley partly enclosed by low hills. DELL = A small wooded valley. VALE = A valley, usually of a broad, level type OR a long area of lower elevation in an area of elevated relief, bounded by hills or mountains, usually with a river flowing through it, and formed by erosion or by movements in the earth's crust. VALLEY = A long narrow depression in the earth's surface, usually with a fairly regular downward slope or a long area of lower elevation in an area of elevated relief, bounded by hills or mountains, usually with a river flowing through it, and formed by erosion or by movements in the earth's crust.
WINE	Vineyards and Wineries	Vineyards and Wineries - buildings or properties which produce wine or a business involved in the production of wine. Typically includes a plantation of grapevines, warehouse, bottling lines, laboratories and large tanks.
PATH	Walk Trail, Path	PATH = A way beaten or trodden by the feet of men or beasts; a course or track or; a way, paved or unpaved, for walking. TRAIL = A tail set aside for walking. WALK = A path set aside for walking.
WPL	Water Pipeline	CONDUIT = A large diameter pipeline FOR conveying liquids. WATER PIPELINE = A pipeline FOR THE conveyance OF water.
STRM	Watercourse	A natural or artificial channel through which water flows, or A stream, creek, brook, rill, ribulet, runnel, streamlet, run or river, or A channel, bed or route along which water flows, or A Tidal river, tidal stream, tidewater river, tidewater stream
WRFL	Waterfall	CASCADE = A waterfall over a set of steep rocks, or a series of small waterfalls. CATARACT = A waterfall usually of considerable size in both flow and height. FALL[S] = A perpendicular or very steep descent of water in the course of a stream OR a sudden steep descent of water over a natural step in the bed of a stream. RAPID[S] = A portion of a stream where it descends rapidly, without a break in the slope of the bed sufficient to form a waterfall. WATERFALL = A sudden steep descent of water over a natural step in the bed of a stream.
WTRH	Waterhole	BILLABONG = A river branch that forms a backwater or stagnant pool OR a waterhole in a stream or in an anabranch, which dries up outside the rainy season. HOLE = A natural hole or hollow containing water, especially one in the dry bed of an intermittent river. LAGOON2 = A small body of open fresh water, smaller than a lake, possibly appearing only seasonally. OXBOW = A lake formed when a meandering river, having bent in an almost a complete circle, cuts across the narrow neck of the land between the two stretches, and leaves a backwater; silt is gradually deposited by the river at the entrances to this backwater, until it finally becomes a lake OR a small bow-shaped lake, as a remnant of a former meander of a river after the river has straightened its course by cutting through the neck of the meander. POND2 = A small body of still water in a natural hollow. WASHPOOL = A natural pool in a stream in which sheep are washed before shearing. WATER = Large pools of water in arid regions, usually permanent and not normally located in a watercourse. WATER FEATURE = A feature within water. WATERHOLE = A natural hole or hollow containing water, often in the dry bed of an intermittent river OR a spring in the desert OR a natural hole or hollow

		containing water, especially one in the dry bed of an intermittent river.
WBRG	Weighbridge	A weighbridge is a large set of scales, usually mounted permanently on a concrete foundation that is used to weigh entire vehicles and their contents. By weighing the vehicle both empty and when loaded, the load carried by the vehicle can be calculated.
WELL	Well	ARTESIAN WELL = A type of well in which the water is forced to the surface by hydrostatic pressure. WELL1 = A hole drilled into the ground to extract oil or gas. WELL2 = A natural spring or small pool fed by a spring or soak and sometimes improved by Aborigines OR a hole or pit dug in the ground to obtain water, often lined with stone OR a hole or pit dug or drilled into the ground to extract water.
WHRF	Wharf	WHARF = A platform, contiguous to and more or less parallel with the shoreline, alongside of which ships may be secured for loading or unloading cargo or passengers OR a platform, such as a jetty, pier or quay, alongside of which ships may be secured for loading or unloading cargo or passengers.
WRCK	Wreck	AIRCRAFT WRECKAGE = The remnants of a crashed aircraft such as a plane or helicopter. WRECK = The ruined remains of a stranded or sunken vessel, which has been rendered useless OR the ruined remains of a sunken vessel.
YD	Yard	PADDOCK = A piece of land, especially on used for pasture or tillage OR a tract of land, fenced or otherwise marked off, used for rural production. STOCKYARD = An enclosure forming a pen for livestock etc., a stockyard OR an enclosure for the temporary keeping of livestock, such as horses, sheep or cattle. YARD = An enclosure forming a pen for livestock etc., a stockyard OR an enclosure for the temporary keeping of livestock, such as horses, sheep or cattle.

Appendix 3B:
Topographic feature naming checklist

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in *Sections 1* and *3* of the *Policies and Standards for Geographical Naming in Western Australia*.

☐	Is the feature of greater than local significance (e.g. located in more than two local governments; in a tourist precinct or major city centre)? Does advice need to be sought from Landgate before proceeding with the submission?
☐	Does the submission name conform to the policies in Section 1? Yes / No / N/A Language Recognising the public interest Ensuring public safety indicators/prefixes/suffixes avoided the complete extent to the feature use of commemorative names Name is not discriminatory Recognition and use of Aboriginal names Dual naming Consultation with the public Provided evidence of objections Cardinal Assigning Correct
☐	Is the 'feature class' used in the name compliant with the approved list of feature classes for Western Australia?
☐	Is the feature situated on land administered by another government agency? Is the land privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 9)
☐	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name would be appropriate? (See Section 9)
☐	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 9)
☐	Is the name of Aboriginal origin? If so, have the relevant Aboriginal groups been consulted and provided their consent (See Sections 7 and 9)
☐	Have the policies been complied with? If not, is consultation required with emergency service response and other service providers?
☐	Have the relevant residents, ratepayers and businesses been consulted?
☐	Have objections received during public consultation been addressed?
☐	Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with Landgate? OR If a delegation of authority has been used, have details of the relevant officer been officially provided to Landgate?

☐	Does the submission contain: • details of the feature (including, if possible, the address and access points for emergency service response) • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 3 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities (if relevant) • details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority.

Appendix 4A:
Locality naming and boundary checklist

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 4 of the Policies and Standards for Geographical Naming in Western Australia.

☐	As localities are considered to be of greater than local significance has advice been sought from Landgate before proceeding with the submission?
☐	Does the submission name conform to the policies in Section 1? Yes / No / N/A Language Recognising the public interest Ensuring public safety indicators/prefixes/suffixes avoided the complete extent to the feature use of commemorative names Name is not discriminatory Recognition and use of Aboriginal names Dual naming Consultation with the public Provided evidence of objections Cardinal Assigning Correct
☐	If this is an approval request for a new locality, does the area meet the necessary lot and size requirements?
☐	Is the locality situated on land administered by another government agency? Is the land privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 9)
☐	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name and/or boundary change would be appropriate? (See Section 9)
☐	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 9)
☐	Is the name of Aboriginal origin? If so, have the relevant Aboriginal groups been consulted and provided their consent (See Sections 7 and 9)
☐	Have the policies been complied with? If not, is consultation required with emergency service response and other service providers?
☐	Have the relevant residents, ratepayers and businesses been consulted?
☐	Have objections received during public consultation been addressed?
☐	Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with Landgate? OR If a delegation of authority has been used, have details of the relevant officer been officially provided to Landgate?

☐	Does the submission contain: • details of the locality • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 4 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities (if relevant) • details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority

Appendix 5A:
Local park and recreational reserve naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 5 of the Policies and standards for geographical naming in Western Australia.

☐	Is the local park or recreation reserve of greater than local significance? Does advice need to be sought from Landgate before proceeding with the submission?
☐	Does the submission name conform to the policies in Section 1? Yes / No / N/A Language Recognising the public interest Ensuring public safety indicators/prefixes/suffixes avoided (Cardinal, Assigning) the complete extent to the feature (Correct) use of commemorative names Name is not discriminatory Recognition and use of Aboriginal names Dual naming Consultation with the public Provided evidence of objections
☐	If this is an approval request for a new local park or recreation reserve, is it named after an adjoining street or is it a unique name?
☐	Is the local park or recreation reserve situated on land administered by another government agency? Is it on land that is privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 9)
☐	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name and/or boundary change would be appropriate? (See Section 9)
☐	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 9)
☐	Is the name of Aboriginal origin? If so, have the relevant Aboriginal groups been consulted and provided their consent (See Sections 7 and 9)
☐	Have the policies been complied with? If not, is consultation required with emergency service response and other service providers?
☐	Have the relevant residents, ratepayers and businesses been consulted?
☐	Have objections received during public consultation been addressed?
☐	Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with Landgate? OR If a delegation of authority has been used, have details of the relevant officer been officially provided to Landgate?

☐	Does the submission contain: • details of the local park or recreation reserve (including, if possible, the address and access points for emergency service response) • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 5 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities (if relevant) • details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority

Appendix 6A:
Administrative boundary feature classes suitable for use in Western Australia

The following table is a list of feature classes suitable for use within Western Australia for administrative boundary naming.

Feature Class Abbreviation	Feature Class	Description
AA	Agricultural Area	The area taken up by arable land, permanent pasture and meadow, land used for permanent crops and kitchen gardens
ABF	Administrative Boundary Feature	A limit or border of a geographic area under the jurisdiction of some governmental or managerial entity.
DCA	Development Control Area	The Development Control Areas include the waters of rivers and adjoining parks and recreation reservations of specific areas to protect, regulate and control development in these areas.
DI	District	A division of an area for administrative purposes.
ELEC	Electoral Boundary	An electoral boundary (also known as a constituency, riding, ward, division, district, electoral area or electorate) is a distinct territorial subdivision for holding a separate election for one or more seats in a legislative body. Generally, only voters who reside within the geographical bounds of an electoral district (constituents) are permitted to vote in an election held there.
LAD	Legislative Assembly District	A district used to determine the geographical bounds of a legislative assembly district (constituents) are permitted to vote in an election held there. The Legislative Assembly is the lower chamber of the bicameral state legislatures in some Commonwealth countries, such as Australia
LCD	Legislative Council District	Western Australia has been divided into six regions for electing the Legislative Council, three regions in Perth and three covering the rest of the state.
LDIS	Land District	Western Australia is divided into five land divisions which are divided into officially gazetted land districts (for cadastral purposes), which are then further divided into numbered locations.
LDIV	Land Division	There are five land divisions in Western Australia, as specified in Schedule 1 of the Land Administration Act 1997: Eastern Land Division; Eucla Land Division; Kimberley Land Division; North-West Land Division; South-West Land Division.
LGA	Local Government Authority	That part of the state which deals mainly with such matters as concern the inhabitants of a particular district or place, and which it is thought desirable should be administered by local authorities, subordinate to the central government.
LGAT	Local Govt Town	Land that was declared to be a townsite under the Local Government Act.
LGAW	Local Govt Ward Boundary	A ward is a subdivision of a municipality. In Western Australia they are an electoral district within a municipality used in local politics.
MHA	Marine & Harbour Area	Bounded areas created under the Marine and Harbours Act.
MMA	Marine Management Area	The reservation of an area for the purpose of managing and protecting the marine environment so that it may be used for conservation, recreational, scientific and commercial purposes. Commercial purposes includes-aquaculture, commercial fishing and pearling activity; mining, within the meaning of the Mining Act 1978; seismic surveys and exploratory drilling for petroleum; and production of petroleum and associated activities.
MNR	Marine Nature Reserve	The reservation of a marine nature reserve for the conservation and restoration of the natural environment; the protection, care and study of indigenous flora and fauna; and the preservation of any feature of archaeological, historic or scientific interest.
MPAR	Marine Park	The reservation of an area for the purpose of allowing only that level of recreational and commercial activity which is consistent with the proper conservation and restoration of the natural environment, the protection of indigenous flora and fauna and the preservation of any feature of archaeological, historic or scientific interest.
NP	National Park	A tract of land declared public property by a national government with a view to its preservation and development for purposes of recreation and culture.
PA	Port Authority	Most ports are managed by port authorities with different levels of state control. These are mostly separate bodies that run the port on behalf of government,

		being responsible for port management and governance.
RIVR	River Reserve	That area reserved under the Metropolitan Region Scheme (MRS) for waterways.
RPA	Riverpark Area	Areas managed by the Swan River Trust comprising waterways, land adjoining those identified waters excluding freehold land in private ownership.
SA	Suburban Area	An area which has been developed for residential use located outside of a 'city' area.
SFST	State Forest	Forest areas protected by state laws and acts.
STAT	State	A state is the bounded area which is administered by a government, a country subdivision in a federal form of government which shares political jurisdiction with a federal or national government. There are six states in Australia: New South Wales (NSW), Queensland (Qld), South Australia (SA), Tasmania (Tas.), Victoria (Vic.) and Western Australia (WA). There are ten Australian territories outside the borders of the states. two mainland territories, Australian Capital Territory (ACT) and Northern Territory (NT) and one offshore territory, Norfolk Island, which have been granted a limited right of self-government by the Australian Government. Seven territories are governed only by Commonwealth law, usually through an Australian Government-appointed Administrator. They are: Ashmore and Cartier Islands; Australian Antarctic Territory; Christmas Island; Cocos (Keeling) Islands; Coral Sea Islands; Jervis Bay Territory; Territory of Heard Island and McDonald Islands.
TNST	Townsite	Gazetted townsites as created under the Land Administration Act.
WCA	Water Control Area	Water Control Area's as defined by the Department of Water.
WCT	Water Catchment Area	Water Catchment Area's as defined by the Department of Water.

Appendix 6B:
Administrative boundary naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 6 of the Policies and Standards for Geographical Naming in Western Australia.

☐	As administrative boundaries are considered to be of greater than local significance has advice been sought from Landgate before proceeding with the submission?
☐	Does the submission name conform to the policies in Section 1? Yes / No / N/A Language Recognising the public interest Ensuring public safety indicators/prefixes/suffixes avoided (Cardinal / Assigning) the complete extent to the feature (Correct) use of commemorative names Name is not discriminatory Recognition and use of Aboriginal names Dual naming Consultation with the public Provided evidence of objections
☐	If this is an approval request for a new administrative boundary, does the area meet the necessary lot and size requirements?
☐	Is the administrative boundary situated on land administered by another government agency? Is it situated on land that is privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 9)
☐	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name and/or boundary change would be appropriate? (See Section 9)
☐	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 9)
☐	Is the name of Aboriginal origin? If so, have the relevant Aboriginal groups been consulted and provided their consent (See Sections 7 and 9)
☐	Have the relevant policies been complied with? If not, is consultation required with emergency service response and other service providers?
☐	Have the relevant residents, ratepayers and businesses been consulted?
☐	Have objections received during public consultation been addressed?
☐	Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with Landgate? OR If a delegation of authority has been used, have details of the relevant officer been officially provided to Landgate?

☐	Does the submission contain: • details of the administrative boundary • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 6 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities (if relevant) • details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority

Appendix 7A:
Other policy documents relating to Aboriginal and dual naming

The following table is a list other relevant policy documents regarding the application of Aboriginal or dual names to features within Western Australia.

Document title	Author / Source
Policy guidelines for the recording and use of Aboriginal and Torres Strait Island Place names http://www.icsm.gov.au/cgna/aboriginal_names.pdf	Committee for Geographical Names in Australasia (ICSM)
Guidelines for the Consistent Use of Place Names, March 2009 https://www.icsm.gov.au/what-we-do/permanent-committee-place-names	Permanent Committee on Place Names (PCPN)

Appendix 7B:
Aboriginal and dual naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1, 3 and 7 of the Policies and Standards for Geographical Naming in Western Australia.

☐	Is the feature of greater than local significance (e.g. located in more than two local governments, in a tourist precinct or major city centre)? Does advice need to be sought from Landgate before proceeding with the submission?
☐	Does the submission name conform to the policies in Section 1? Yes / No / N/A Language ☐ ☐ ☐ Recognising the public interest ☐ ☐ ☐ Ensuring public safety ☐ ☐ ☐ Cardinal indicators/prefixes/suffixes avoided ☐ ☐ ☐ Assigning the complete extent to the feature ☐ ☐ ☐ Correct use of commemorative names ☐ ☐ ☐ Name is not discriminatory ☐ ☐ ☐ Recognition and use of Aboriginal names ☐ ☐ ☐ Dual naming ☐ ☐ ☐ Consultation with the public ☐ ☐ ☐ Provided evidence of objections ☐ ☐ ☐
☐	Is the 'feature class' used in the name compliant with the approved list of feature classes for Western Australia?
☐	Is the feature situated on land administered by another government agency? Is it situated on land that is privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 7)
☐	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name would be appropriate? (See Section 7)
☐	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 7)
☐	Have the relevant Aboriginal groups been consulted and provided their consent? (See Sections 7)
☐	Have the relevant policies been complied with? If not, is consultation required with emergency service response and other service providers?
☐	Have the relevant residents, ratepayers and businesses been consulted?
☐	Have objections received during public consultation been addressed?
☐	Has a report on the naming proposal been discussed and signed off by all councilors prior to lodgment with Landgate? OR If a delegation of authority has been used, have details of the relevant officer been officially provided to Landgate?

☐	Does the submission contain: • details of the feature (including, if possible, the address and access points for emergency service response) • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 3 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities • details of consultation with emergency service responders and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority

1 Midland Square, Midland WA 6056
PO Box 2222, Midland WA 6936

Telephone: +61 (0)8 9273 7373
email: customerservice@landgate.wa.gov.au

landgate.wa.gov.au

LG-1574